



**GEARS**

General Enterprise And Resource Support

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**REP300-GL**  
**General Ledger Reports**

**June 2013**

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## REP300

### REP300 Accessing GEARS Reports

#### Course Overview

The REP 300 Accessing GEARS Reports course covers the business use, navigation and execution of the various reports for each of the following GEARS business areas:

- Asset Management
- Accounts Payable
- Accounts Receivable
- Enterprise Service Automation (Project Costing, Contract Administration, Grants Administration)
- General Ledger
- Inventory
- Commitment Control
- Purchasing

### GL Reports

#### Course Overview

The REP300-GL General Ledger Reports course will review the process for generating the appropriate General Ledger reports in GEARS.

#### Running the Ledger Activity Report

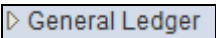
The **Ledger Activity** report lists the beginning and ending ledger balances by Chartfield combination and account. It also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified.

After completing this topic, you will be able to:

- Create a new run control for the **Ledger Activity** report
- Enter process request parameters
- Generate the **Ledger Activity** report

#### Procedure

In this topic, you will run the **Ledger Activity** report.

Step	Action
1.	<p>Begin by navigating to the <b>General Ledger Activity</b> page.</p> <p>Click the <b>General Ledger</b> link.</p> <p></p>

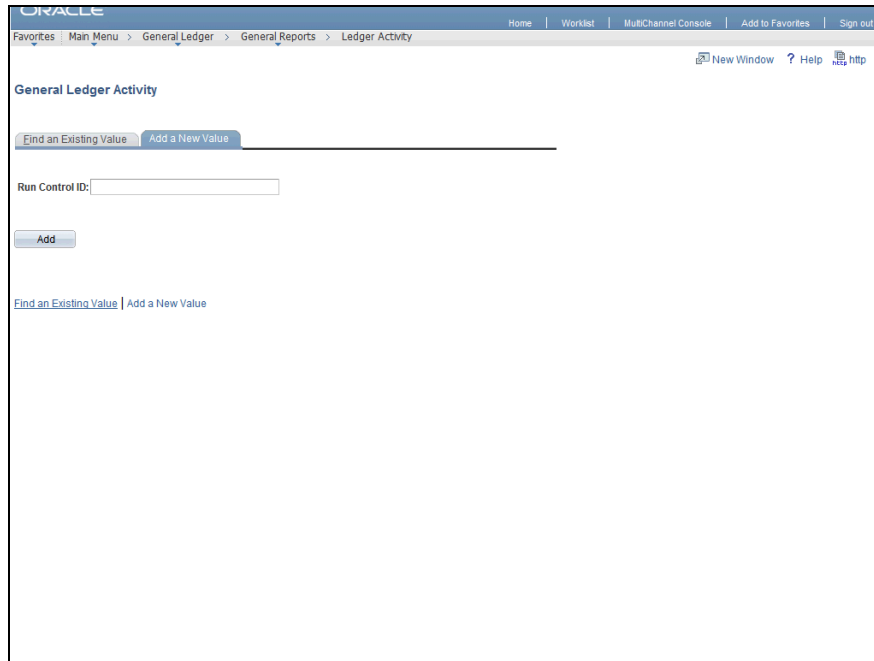
# Training Guide

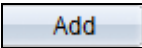
## General Ledger Reports

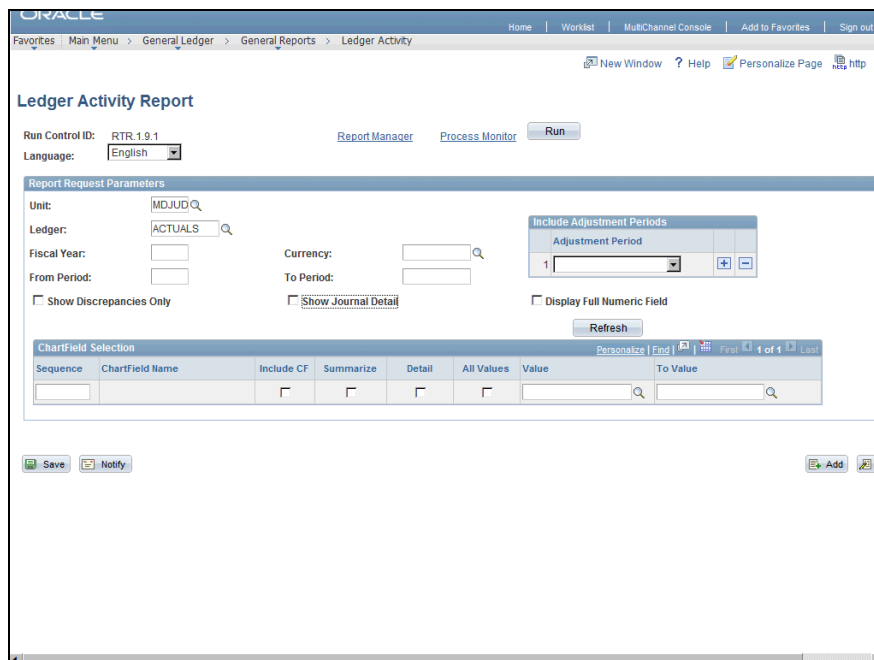


Step	Action
2.	Click the <b>General Reports</b> link. <a href="#">General Reports</a>
3.	Click the <b>Ledger Activity</b> link. <a href="#">Ledger Activity</a>

Step	Action
4.	<p>The <b>General Ledger Activity</b> page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> <p><a href="#">Add a New Value</a></p>




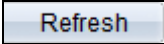
Step	Action
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. " <b>GL_ACTIVITY</b> ".
6.	Click the <b>Add</b> button. 



# Training Guide

## General Ledger Reports



Step	Action
7.	The values for the <b>Unit</b> and the <b>Ledger</b> should default to the "MDJUD" and "ACTUALS".
8.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. "2013".
9.	Enter "USD" into the <b>Currency</b> field.
10.	Enter the desired information into the <b>From Period</b> field. Enter a valid value e.g. "8".
11.	Enter the desired information into the <b>To Period</b> field. Enter a valid value e.g. "8".
12.	Click the <b>Show Journal Detail</b> option. 
13.	Click the <b>Refresh</b> button. 

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### Ledger Activity Report

Run Control ID: RTR-19-1 Report Manager Process Monitor Run

Language: English

Report Request Parameters

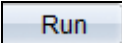
Unit: MDJUD  
Ledger: ACTUALS  
Fiscal Year: 2013 Currency: USD  
From Period: 8 To Period: 8

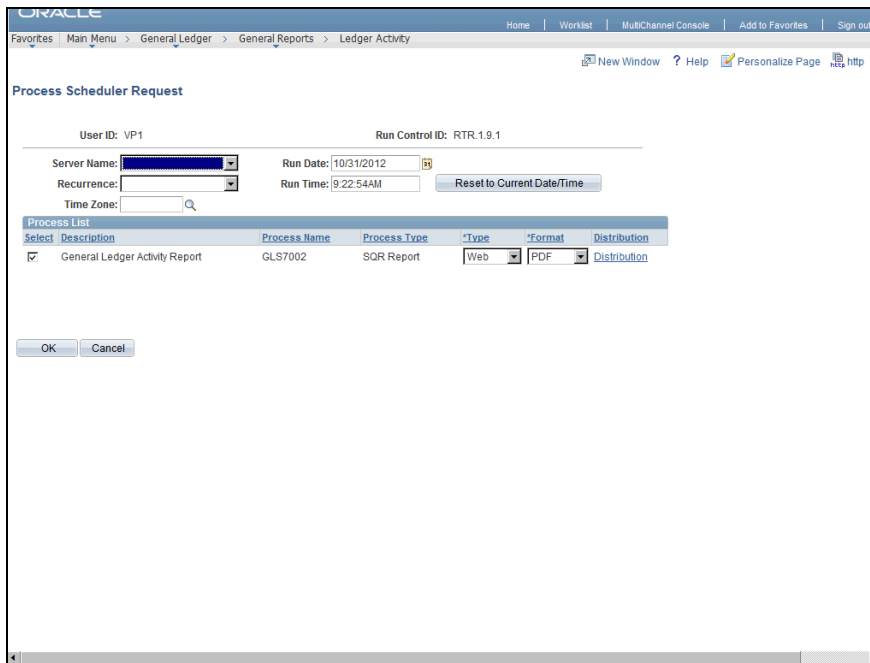
Include Adjustment Periods  
Adjustment Period: 1

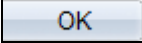
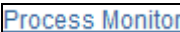
☐ Show Discrepancies Only ☒ Show Journal Detail ☐ Display Full Numeric Field

Refresh

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
6	Appropriation Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
8	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

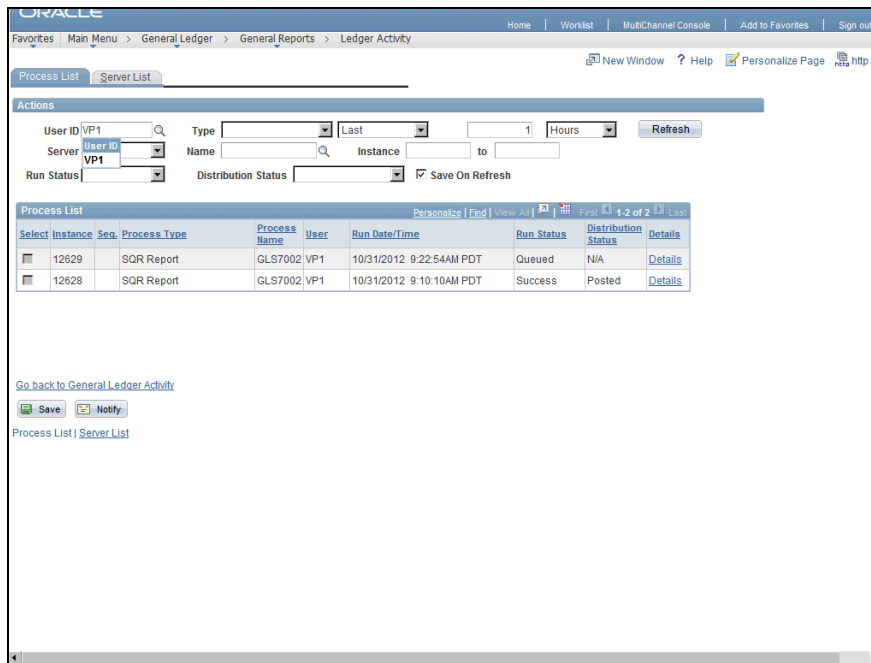
Step	Action
14.	Click the <b>Include CF</b> , <b>Detail</b> , and <b>All Values</b> options for the following Chartfield values: <ol style="list-style-type: none"> <li><b>Program Cost Account</b></li> <li><b>Fund Code</b></li> <li><b>Account</b></li> <li><b>Program</b></li> <li><b>Appropriation Number</b></li> <li><b>Appropriation Year</b></li> <li><b>Batch Agency</b></li> </ol>
15.	Click the <b>Run</b> button. 



Step	Action
16.	The <b>Process Scheduler Request</b> page displays.  Accept all values on this page.  Click the <b>OK</b> button. 
17.	Take note of the Process Instance number in top right corner of the page.
18.	Click the <b>Process Monitor</b> link. 

# Training Guide

## General Ledger Reports



Oracle General Ledger Process Monitor - Process List

Search filters: User ID (VP1), Server (VP1), Name, Instance, Run Status, Distribution Status. Refresh button.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12629		SQR Report	GLS7002	VP1	10/31/2012 9:22:54AM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	12628		SQR Report	GLS7002	VP1	10/31/2012 9:10:10AM PDT	Success	Posted	<a href="#">Details</a>

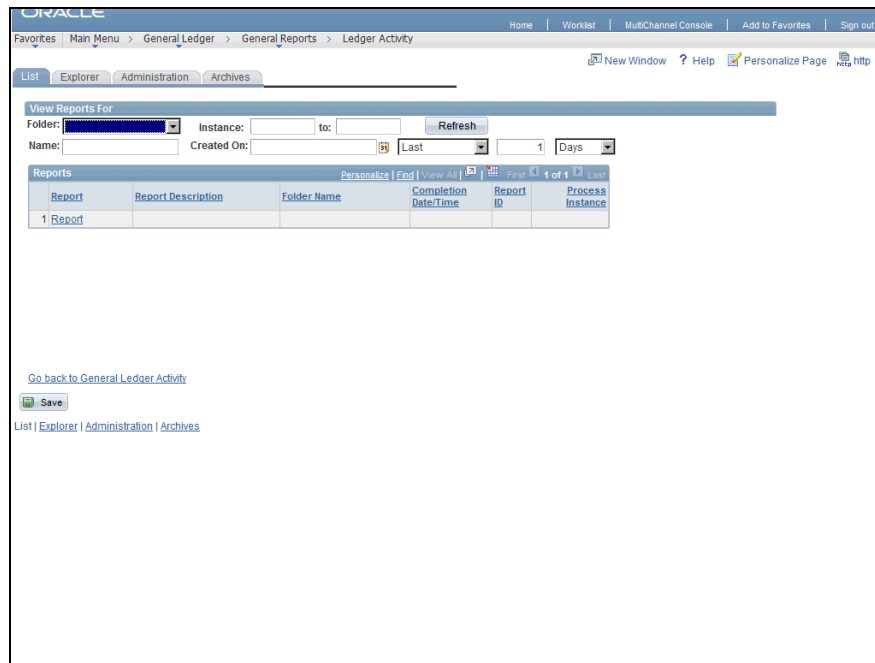
Go back to General Ledger Activity

Save Notify

Process List | [Server List](#)

Step	Action
19.	<p>The <b>Process Monitor - Process List</b> page displays.</p> <p>The process you ran is listed by process instance number in the <b>Process List</b> section.</p>
20.	<p>Click the <b>Refresh</b> button periodically until the run status is "<b>Success</b>" and the Distribution Status is "<b>Posted</b>".</p> <div>Refresh</div>
21.	<p>After the process runs successfully, click the <b>Go back to General Ledger Activity</b> link.</p> <div>Go back to General Ledger Activity</div>
22.	<p>The <b>Ledger Activity Report</b> run control page displays.</p> <p>Click the <b>Report Manager</b> link to retrieve the report.</p> <div>Report Manager</div>





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Favorites | Main Menu > General Ledger > General Reports > Ledger Activity

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [text] Created On: [text] [dropdown] [dropdown] 1 Days [dropdown]

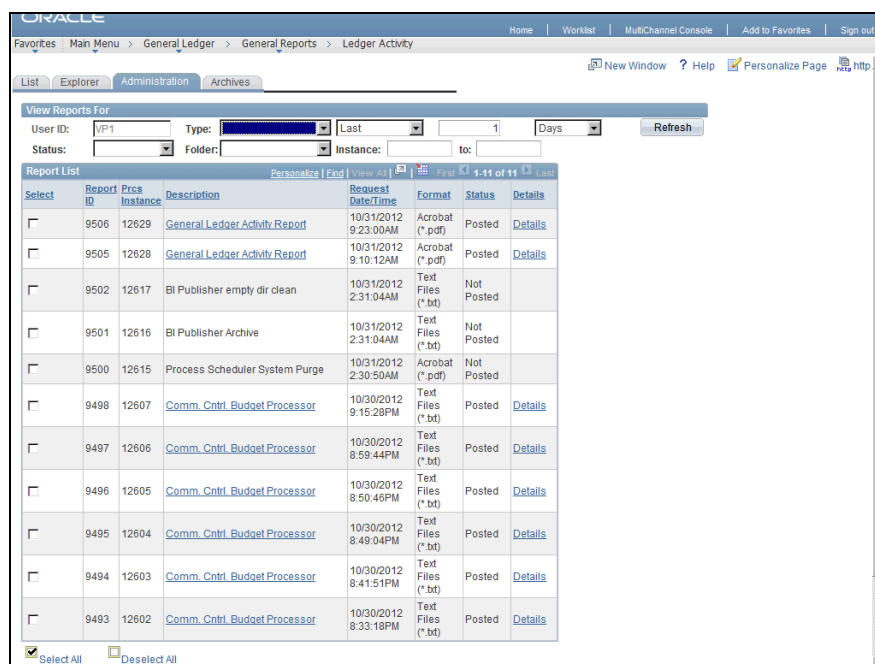
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to General Ledger Activity

Save

List | Explorer | Administration | Archives

Step	Action
23.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <div>Administration</div>



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Favorites | Main Menu > General Ledger > General Reports > Ledger Activity

List | Explorer | Administration | Archives

View Reports For

User ID: [text] Type: [dropdown] Last: [dropdown] [dropdown] Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:30:50AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9498	12607	Comm. Cntrl. Budget Processor	10/30/2012 9:15:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9497	12606	Comm. Cntrl. Budget Processor	10/30/2012 8:59:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9496	12605	Comm. Cntrl. Budget Processor	10/30/2012 8:50:46PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9495	12604	Comm. Cntrl. Budget Processor	10/30/2012 8:49:04PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9494	12603	Comm. Cntrl. Budget Processor	10/30/2012 8:41:51PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9493	12602	Comm. Cntrl. Budget Processor	10/30/2012 8:33:18PM	Text Files (*.txt)	Posted	Details

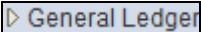

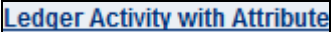
Select All Deselect All

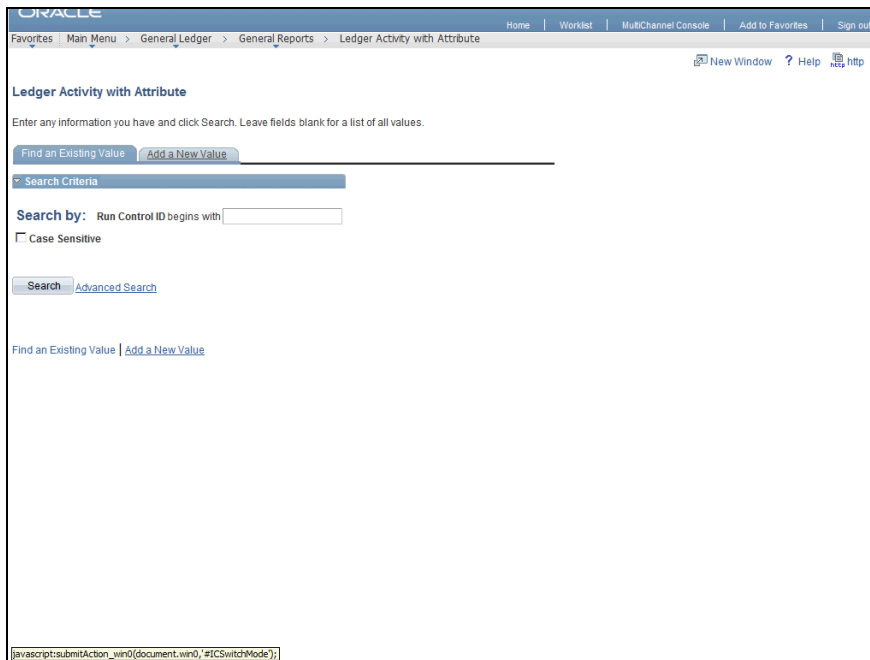


- Enter process request parameters
- Generate the **Ledger Activity with Attributes** report

### Procedure

In this topic, you will run the **Ledger Activity with Attributes** report.

Step	Action
1.	Begin by navigating to the <b>Ledger Activity with Attribute</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Ledger Activity with Attribute</b> link. 



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Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

New Window ? Help http

### Ledger Activity with Attribute

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive


Search Advanced Search

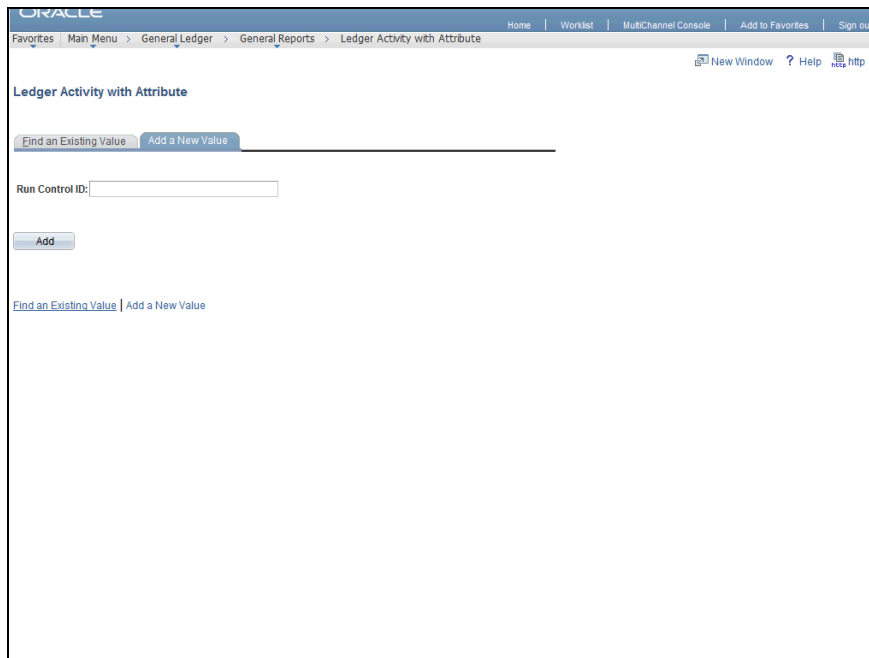
Find an Existing Value | Add a New Value

javascript:submitAction\_win0(document.win0,'#TCSwitchMode');

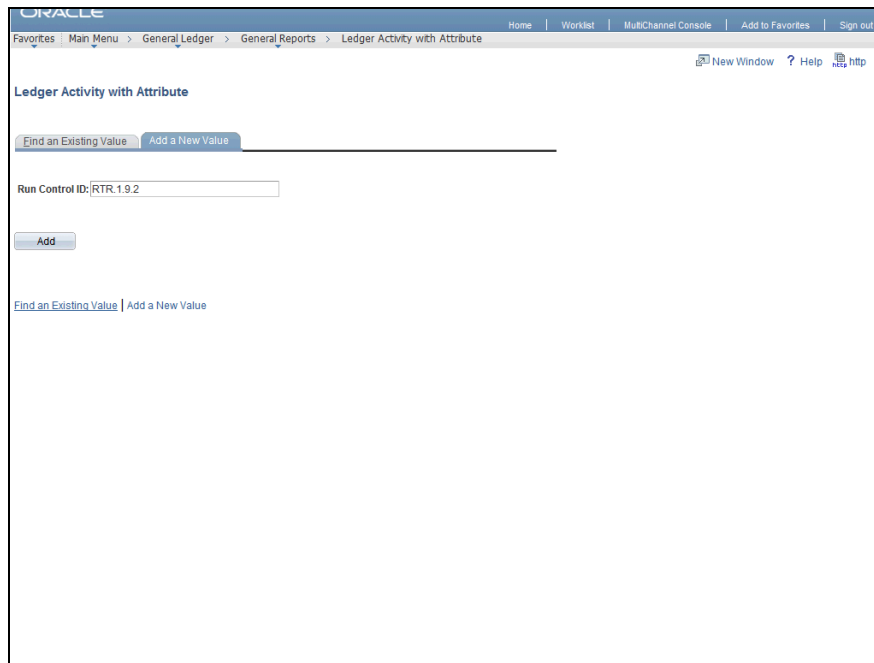
## Training Guide

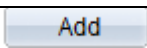
### General Ledger Reports

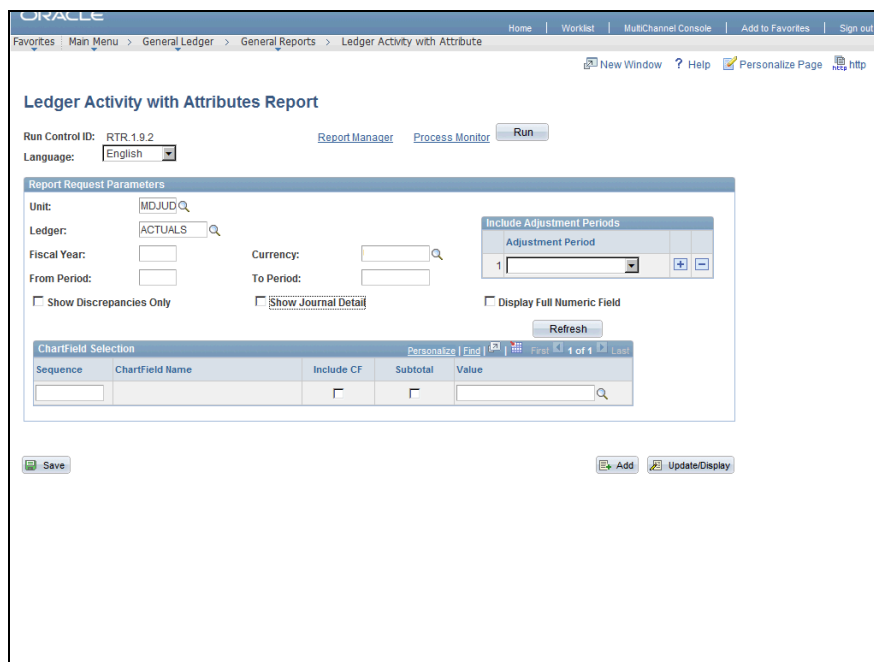
Step	Action
4.	<p>The <b>Ledger Activity with Attribute</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 



Step	Action
5.	<p>Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. "<b>RTR.1.9.2</b>".</p>



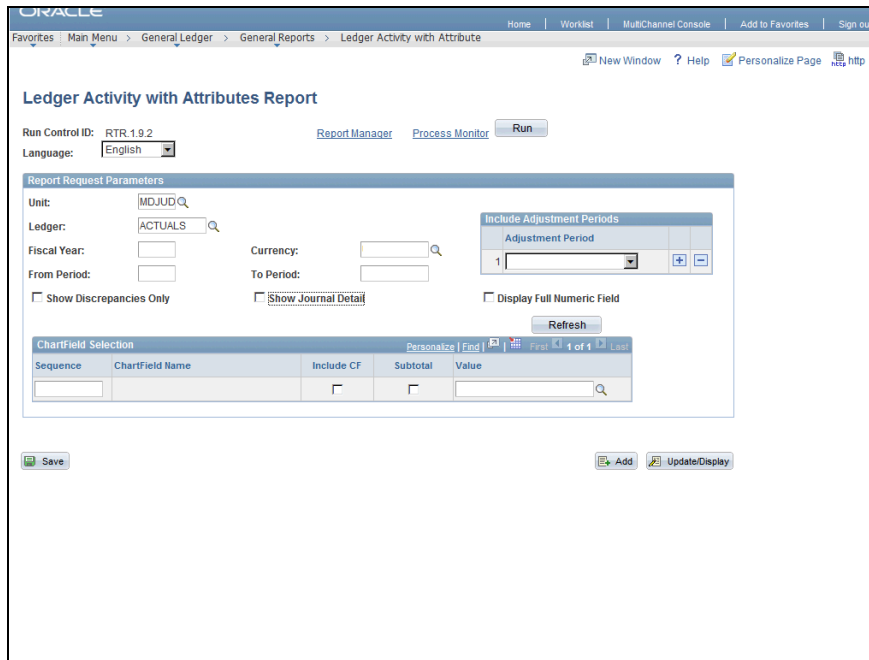
Step	Action
6.	Click the <b>Add</b> button. 


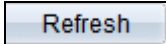


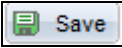
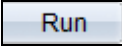
## Training Guide

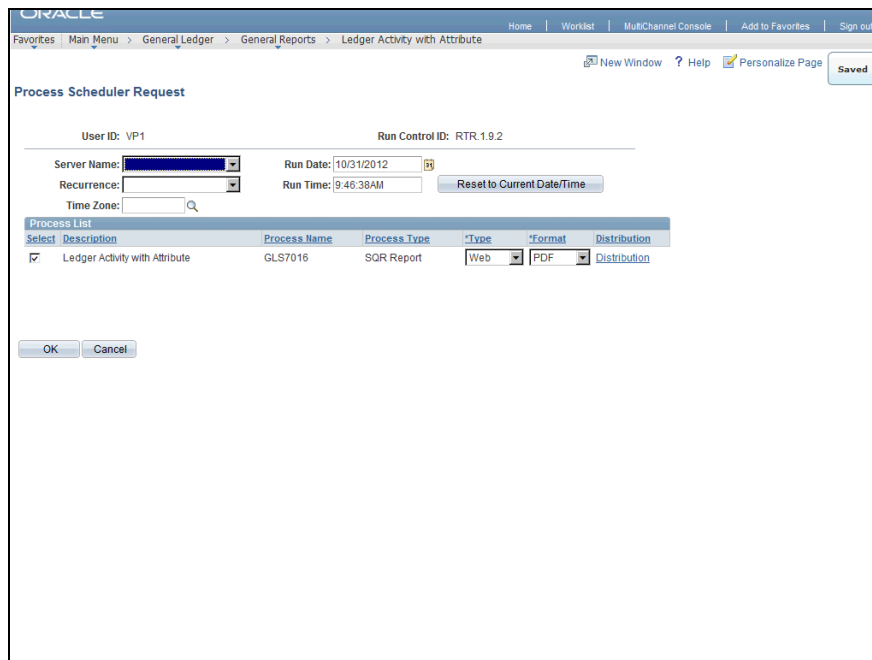
### General Ledger Reports

Step	Action
7.	<p>The <b>Ledger Activity with Attributes</b> page displays.</p> <p>The values for the <b>Unit</b> and the <b>Ledger</b> should default to the "MDJUD" and "ACTUALS".</p>



Step	Action
8.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. "2013".
9.	Enter "USD" into the <b>Currency</b> field.
10.	<p>Enter a period range for which to run the report using the <b>From Period</b> and <b>To Period</b> fields.</p> <p>Enter the desired information into the <b>From Period</b> field. Enter a valid value e.g. "3".</p>
11.	Enter the desired information into the <b>To Period</b> field. Enter a valid value e.g. "4".
12.	<p>Click the <b>Show Journal Detail</b> option.</p> 
13.	<p>Click the <b>Refresh</b> button.</p> 

Step	Action
14.	In the <b>Chartfield Selection</b> section, click the <b>Include CF</b> options for the following Chartfield values: <ol style="list-style-type: none"> <li><b>Program Cost Account</b></li> <li><b>Fund Code</b></li> <li><b>Account</b></li> <li><b>Program</b></li> <li><b>Appropriation Number</b></li> <li><b>Appropriation Year</b></li> <li><b>Batch Agency</b></li> </ol>
15.	Click the <b>Save</b> button. 
16.	Click the <b>Run</b> button. 



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Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

New Window ? Help Personalize Page **Saved**

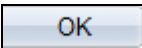
**Process Scheduler Request**

User ID: VP1 Run Control ID: RTR 1.9.2

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]  
 Recurrence: [dropdown] Run Time: 9:46:38AM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Ledger Activity with Attribute	GLS7016	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
17.	The <b>Process Scheduler Request</b> page displays.  Accept all values on this page.  Click the <b>OK</b> button. 

# Training Guide

## General Ledger Reports

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Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

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### Ledger Activity with Attributes Report

Run Control ID: RTR 1.9.2      Report Manager      Process Monitor      **Run**

Language: English      Process Instance 12632

**Report Request Parameters**

Unit: MJUD  
Ledger: ACTUALS  
Fiscal Year: 2013      Currency: USD  
From Period: 3      To Period: 4

☐ Show Discrepancies Only      ☒ Show Journal Detail      ☐ Display Full Numeric Field

**Include Adjustment Periods**

Adjustment Period: 1

**ChartField Selection**

Sequence	ChartField Name	Include CF	Subtotal	Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Appropriation Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Department	<input type="checkbox"/>	<input type="checkbox"/>	
9	Project	<input type="checkbox"/>	<input type="checkbox"/>	
10	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
11	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
12	Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	

Refresh

Step	Action
18.	The <b>Ledger Activity with Attributes Report</b> run control page displays. Take note of the Process Instance number in the top right corner of the page.
19.	Click the <b>Run</b> button. <div>Run</div>

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

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**Process List**      **Server List**

**Actions**

User ID: VP1      Type:      Last:      10 Minutes      Refresh

Server:      Name:      Instance:      to:     

Run Status:      Distribution Status:      ☒ Save On Refresh

**Process List**


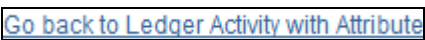
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12632		SQR Report	GLS7016	VP1	10/31/2012 9:46:38AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	12631		SQR Report	GLS7016	VP1	10/31/2012 9:39:51AM PDT	Success	Posted	<a href="#">Details</a>

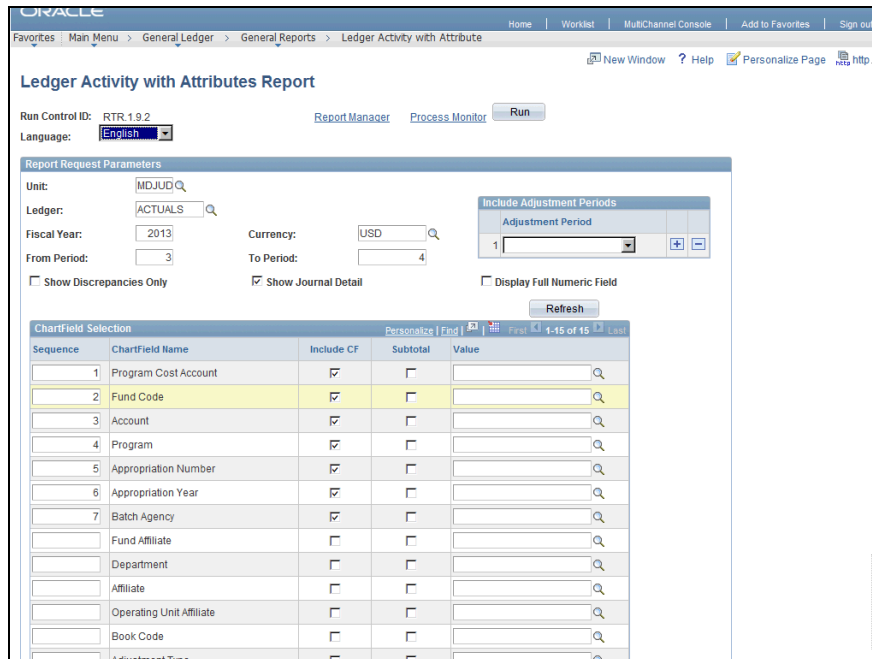
[Go back to Ledger Activity with Attribute](#)


[Save](#)      [Notify](#)

[Process List](#) | [Server List](#)



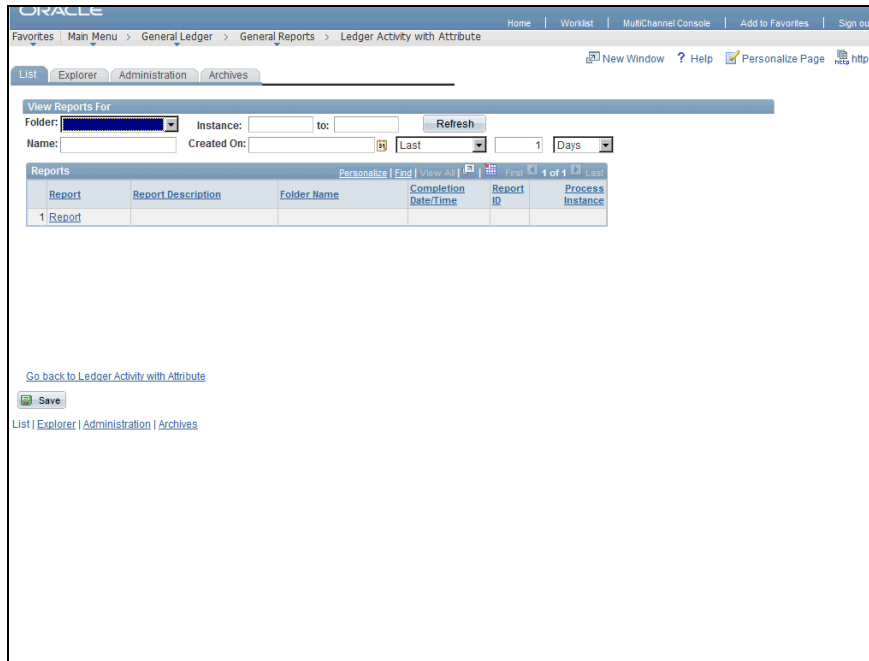
Step	Action
20.	The <b>Process Monitor - Process List</b> page displays.  The process you ran is listed by process instance number in the <b>Process List</b> section.
21.	Click the <b>Refresh</b> button periodically until the run status is "Success" and the Distribution Status is "Posted". 
22.	After the process runs successfully, click the <b>Go back to Ledger Activity with Attribute</b> link. 



Step	Action
23.	The <b>Ledger Activity with Attributes Report</b> run control page displays.  Click the <b>Report Manager</b> link to retrieve the report. 

# Training Guide

## General Ledger Reports



View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [text] Created On: [date] [dropdown] [dropdown] 1 Days

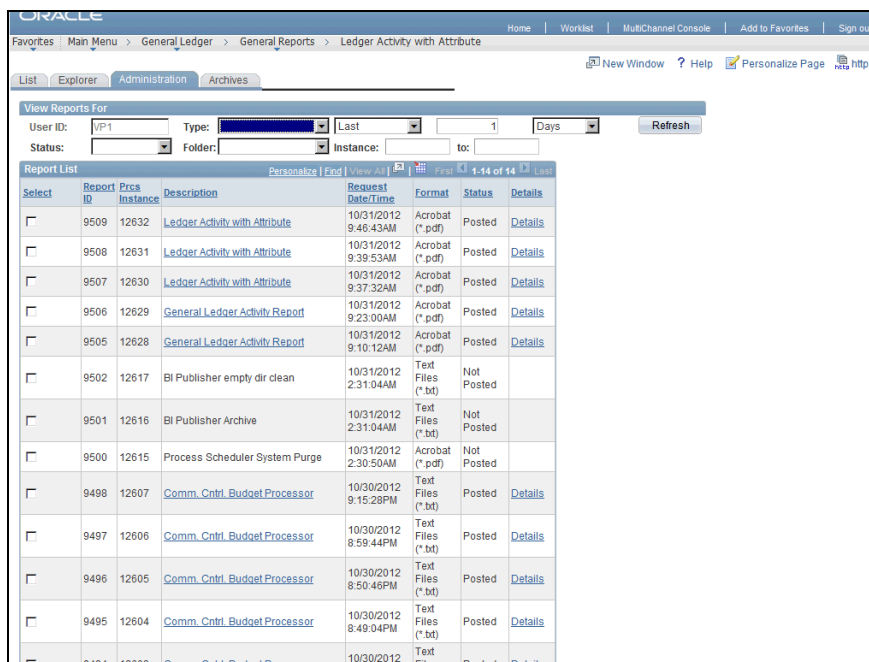
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Ledger Activity with Attribute

Save

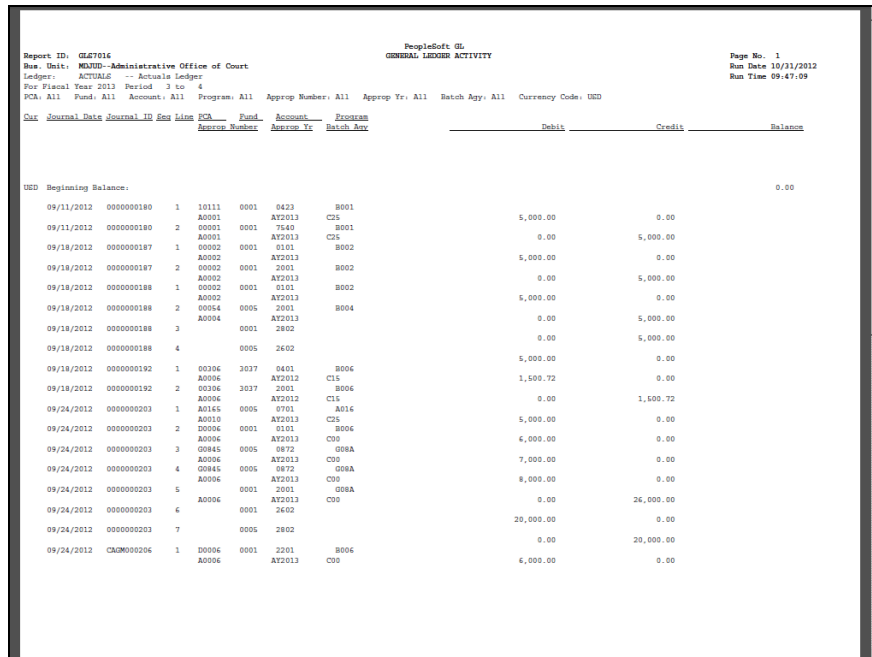
List | Explorer | Administration | Archives

Step	Action
24.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <p>Administration</p>



Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9509	12632	Ledger Activity with Attribute	10/31/2012 9:48:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9508	12631	Ledger Activity with Attribute	10/31/2012 9:39:53AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9507	12630	Ledger Activity with Attribute	10/31/2012 9:37:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:30:50AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9498	12607	Comm. Cntrl. Budget Processor	10/30/2012 9:15:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9497	12606	Comm. Cntrl. Budget Processor	10/30/2012 8:59:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9496	12605	Comm. Cntrl. Budget Processor	10/30/2012 8:50:46PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9495	12604	Comm. Cntrl. Budget Processor	10/30/2012 8:48:04PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9494	12603	Comm. Cntrl. Budget Processor	10/30/2012	Text Files	Posted	Details

Step	Action
25.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Ledger Activity with Attribute</b> link to open the <b>Ledger Activity with Attribute</b> report.</p> <p><a href="#">Ledger Activity with Attribute</a></p>



Report ID: GLT016  
 Bus. Unit: MDJUD-Administrative Office of Court  
 Ledger: ACTUALS - Actuals Ledger  
 For Fiscal Year 2013 Period 3 to 4  
 PCA: All Fund: All Account: All Program: All Approp Number: All Approp Yr: All Batch Agr: All Currency Code: USD

Page No. 1  
 Run Date 10/11/2012  
 Run Time 09:47:09

Date	Journal ID	Line	PCA	Fund	Account	Program	Debit	Credit	Balance
09/11/2012	0000000180	1	10111	0001	8423	B001			0.00
09/11/2012	0000000180	2	A0001	0001	AT2013	C15	5,000.00	0.00	
09/11/2012	0000000180	2	A0001	0001	7540	B001		5,000.00	
09/18/2012	0000000187	1	A0002	0001	0101	B002	5,000.00	0.00	
09/18/2012	0000000187	2	A0002	0001	2001	B002		5,000.00	
09/18/2012	0000000188	1	A0002	0001	0101	B002	5,000.00	0.00	
09/18/2012	0000000188	2	A0004	0006	2001	B004		5,000.00	
09/18/2012	0000000188	3	A0004	0001	2802		0.00	5,000.00	
09/18/2012	0000000188	4		0005	2602		0.00	5,000.00	
09/18/2012	0000000192	1	00306	2037	8401	B006	5,000.00	0.00	
09/18/2012	0000000192	2	00306	2037	2001	B006	1,500.72	0.00	
09/24/2012	0000000203	1	A0145	0006	0701	A014		1,500.72	
09/24/2012	0000000203	2	D0004	0001	0101	B006	5,000.00	0.00	
09/24/2012	0000000203	3	A0006	0006	AT2013	C00	6,000.00	0.00	
09/24/2012	0000000203	4	A0006	0006	0872	G08A	7,000.00	0.00	
09/24/2012	0000000203	5	A0006	0001	2001	G08A	8,000.00	0.00	
09/24/2012	0000000203	6	A0006	0001	2602	C00	0.00	26,000.00	
09/24/2012	0000000203	7		0005	2802		20,000.00	0.00	
09/24/2012	0000000206	1	D0006	0001	2201	B006	0.00	20,000.00	
09/24/2012	0000000206	1	A0006	0001	AT2013	C00	6,000.00	0.00	

Step	Action
26.	<p>The <b>General Ledger Activity</b> report displays. Review the information.</p> <p>Print the report using the internet browser settings, if desired.</p>
27.	<p>You have successfully completed the <i>Running the Ledger Activity with Attributes Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the Ledger Activity with Attributes report</li> </ul> <p><b>End of Procedure.</b></p>

## Running the Journal Entry Detail Report

The **Journal Entry Detail** report displays all journal entries that were entered in the system for the Judiciary business unit (MDJUD) and ledger within a specified date range.

After completing topic, you will be able to:

- Create a new run control for the **Journal Entry Detail** report

# Training Guide

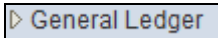


## General Ledger Reports

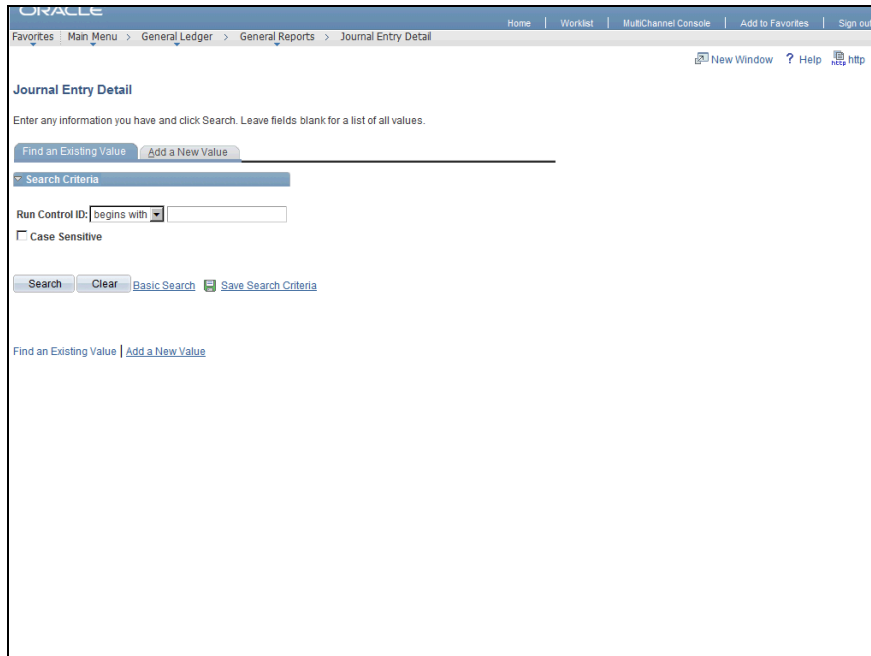


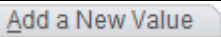
- Enter process request parameters
- Generate the **Journal Entry Detail** report

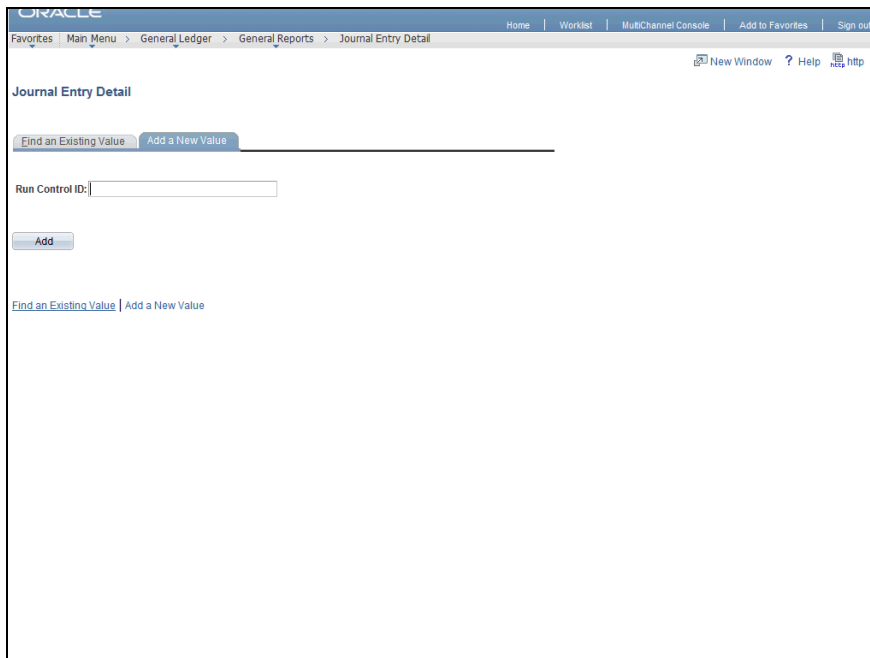
### Procedure

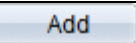
In this topic, you will run the **Journal Entry Detail** report.

Step	Action
1.	Begin by navigating to the <b>Journal Entry Detail</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Journal Entry Detail</b> link. 



Step	Action
4.	<p>The <b>Journal Entry Detail</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 



Step	Action
5.	<p>The <b>Add a New value</b> page displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. "<b>JRNL_ENTRY</b>".</p>
6.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## General Ledger Reports

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

### Journal Entry Detail Report

Run Control ID: RTR 1.9.3      Report Manager      Process Monitor      Run

Language: English

Report Request Parameters

Unit: MDJUD

Ledger Group: ACTUALS      Ledger: ACTUALS

Source:      Journal ID:      To Date:      From Date:      Journal Status:      Show Description on Report      Show Statistics Amount      Display Full Numeric Field

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr

Save      Notify      Add      Update/Display

Step	Action
7.	<p>The <b>Journal Entry Detail Report</b> page displays.</p> <p>The values for the <b>Unit</b>, <b>Ledger Group</b> and the <b>Ledger</b> should default to "MDJUD" and "ACTUALS".</p>

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

### Journal Entry Detail Report

Run Control ID: RTR 1.9.3      Report Manager      Process Monitor      Run

Language: English

Report Request Parameters

Unit: MDJUD

Ledger Group: ACTUALS      Ledger: ACTUALS


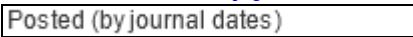
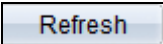
Source:      Journal ID:      To Date:      From Date:      Journal Status:      Show Description on Report      Show Statistics Amount      Display Full Numeric Field

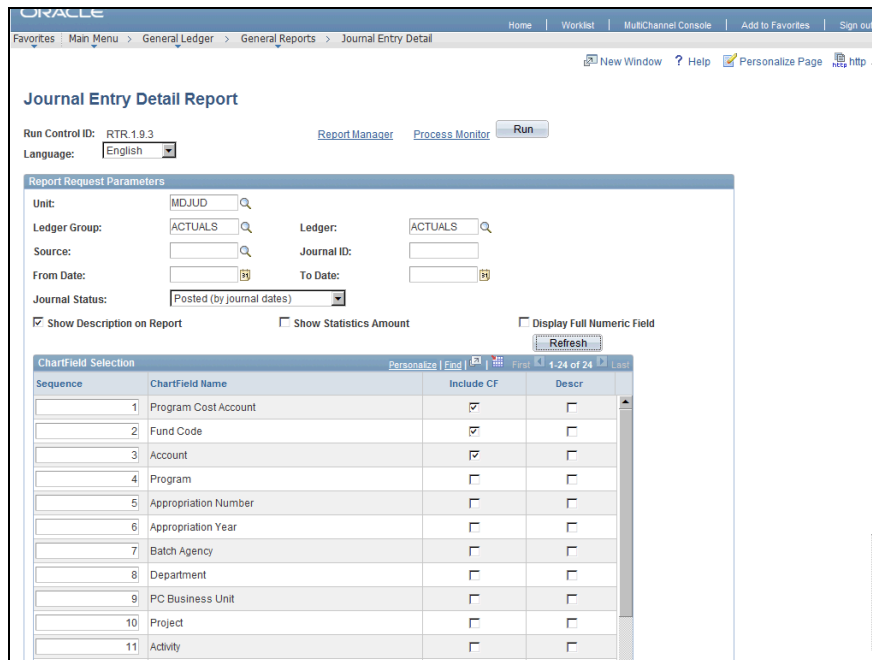
Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr

Save      Notify      Add      Update/Display

Step	Action
8.	Click the <b>Journal Status</b> list. 
9.	Click the <b>Posted (by journal dates)</b> list item. 
10.	Click the <b>Refresh</b> button. 



Journal Entry Detail Report

Run Control ID: RTR 1.9.3    [Report Manager](#)    [Process Monitor](#)    [Run](#)

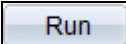
Language: English

**Report Request Parameters**

Unit: MDJUD    Ledger Group: ACTUALS    Ledger: ACTUALS    Source:    Journal ID:    From Date:    To Date:    Journal Status: Posted (by journal dates)

☒ Show Description on Report    ☐ Show Statistics Amount    ☐ Display Full Numeric Field    [Refresh](#)

Sequence	ChartField Name	Include CF	Descr
1	Program Cost Account	<input checked="" type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	
3	Account	<input checked="" type="checkbox"/>	
4	Program	<input type="checkbox"/>	
5	Appropriation Number	<input type="checkbox"/>	
6	Appropriation Year	<input type="checkbox"/>	
7	Batch Agency	<input type="checkbox"/>	
8	Department	<input type="checkbox"/>	
9	PC Business Unit	<input type="checkbox"/>	
10	Project	<input type="checkbox"/>	
11	Activity	<input type="checkbox"/>	

Step	Action
11.	The <b>Chartfield Selection</b> section displays.  Click the <b>Include CF</b> options for the following Chartfield values: 1. <b>Program Cost Account</b> 2. <b>Fund Code</b> 3. <b>Account</b>
12.	Click the <b>Run</b> button. 

# Training Guide

## General Ledger Reports

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

New Window ? Help Personalize Page http

### Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.9.3

Server Name:  Run Date: 10/31/2012

Recurrence:  Run Time: 10:27:32AM

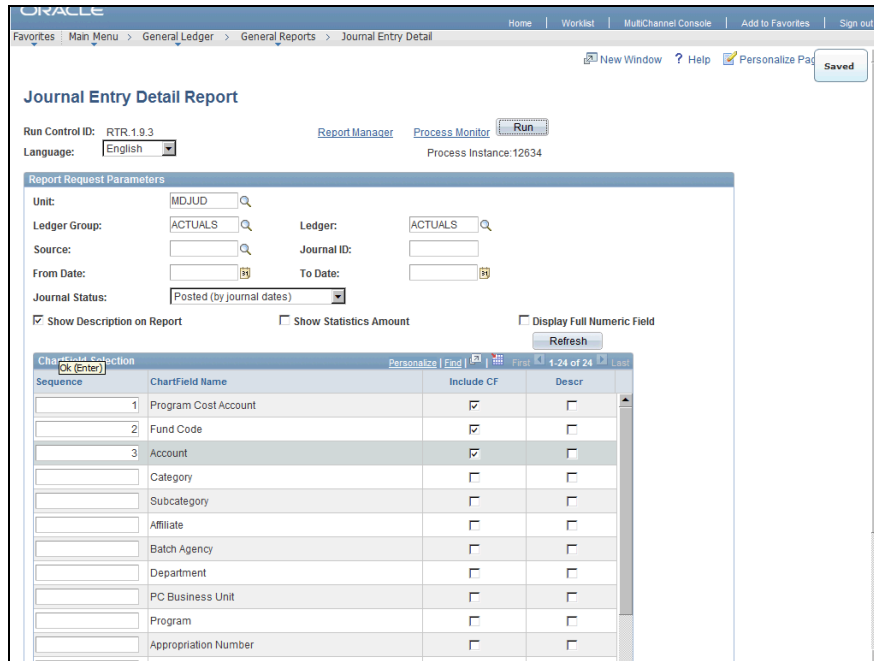
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Detail Report	FIN2001	SQR Report	Web	PDF	<a href="#">Distribution</a>

javascript:submitAction\_wip0(document\_wip0,PRCSRQSTDQLIST\$pr12\$0);

Step	Action
13.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Accept all values on this page.</p> <p>Click the <b>OK</b> button.</p> <div><input type="button" value="OK"/></div>





**Journal Entry Detail Report**

Run Control ID: RTR 1.9.3      [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language: English      Process Instance: 12634

**Report Request Parameters**

Unit: MDJUD    Ledger Group: ACTUALS    Ledger: ACTUALS

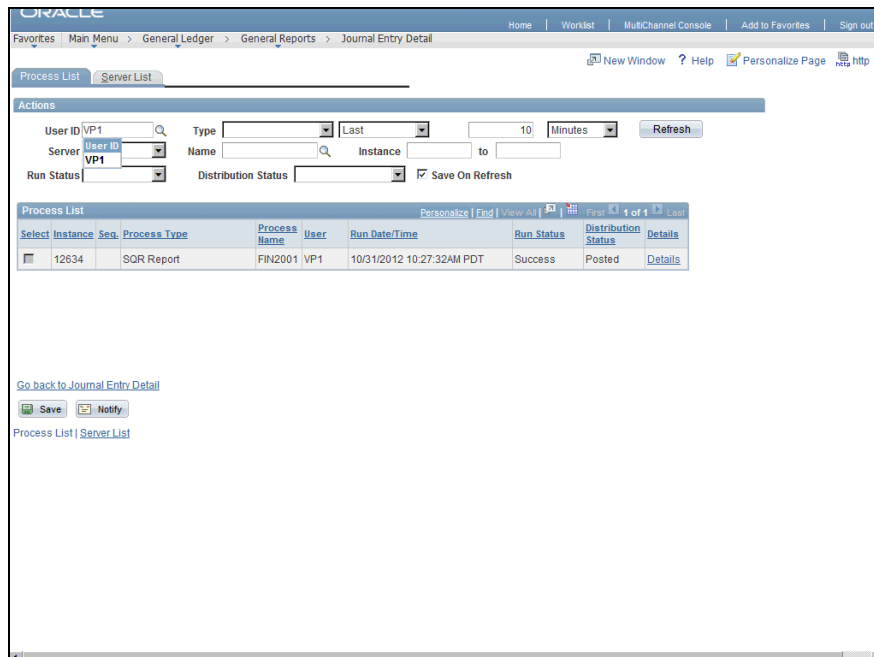
Source:    Journal ID:    From Date:    To Date:    Journal Status: Posted (by journal dates)

☒ Show Description on Report    ☐ Show Statistics Amount    ☐ Display Full Numeric Field

[Refresh](#)

Sequence	ChartField Name	Include CF	Descr
1	Program Cost Account	<input checked="" type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	
3	Account	<input checked="" type="checkbox"/>	
	Category	<input type="checkbox"/>	
	Subcategory	<input type="checkbox"/>	
	Affiliate	<input type="checkbox"/>	
	Batch Agency	<input type="checkbox"/>	
	Department	<input type="checkbox"/>	
	PC Business Unit	<input type="checkbox"/>	
	Program	<input type="checkbox"/>	
	Appropriation Number	<input type="checkbox"/>	

Step	Action
14.	<p>The <b>Journal Entry Detail Report</b> run control page displays.</p> <p>Take note of the Process Instance number in the top right corner of the page.</p>
15.	<p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>



**Process Monitor**

[Process List](#)    [Server List](#)

**Actions**

User ID: VP1    Type:    Last:    10 Minutes    [Refresh](#)

Server: VP1    Name:    Instance:    to:    Run Status:    Distribution Status:    ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12634		SQR Report	FIN2001	VP1	10/31/2012 10:27:32AM PDT	Success	Posted	<a href="#">Details</a>

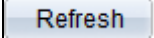
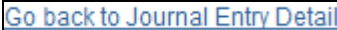
[Go back to Journal Entry Detail](#)

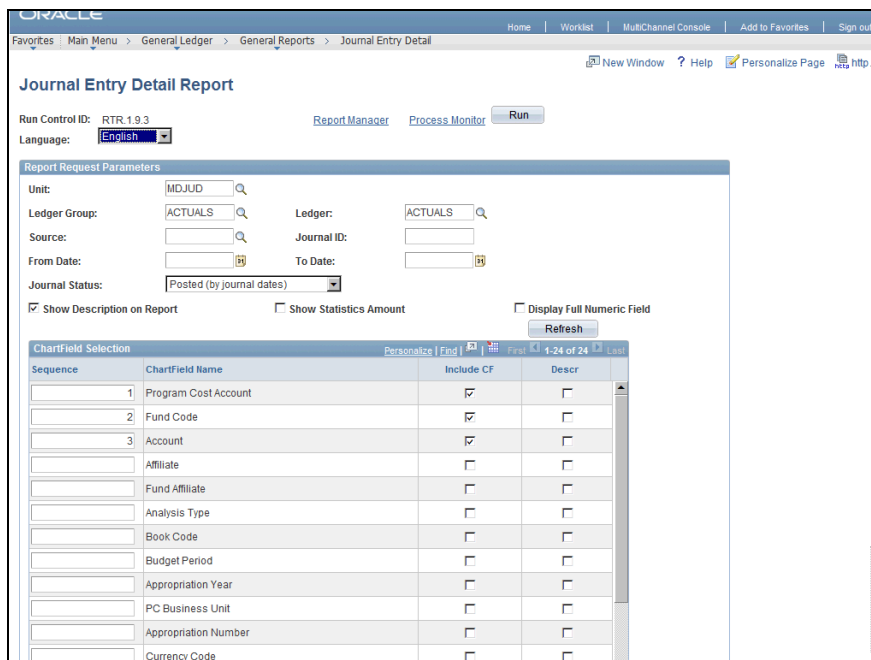
[Save](#)    [Notify](#)

[Process List](#) | [Server List](#)

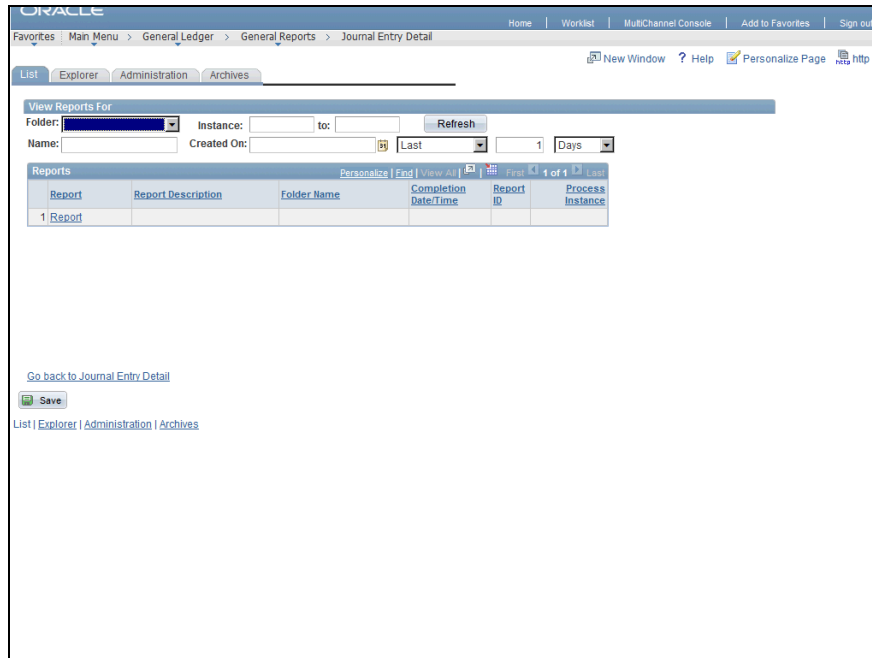
## Training Guide

### General Ledger Reports

Step	Action
16.	The <b>Process Monitor - Process List</b> page displays.  The process you ran is listed by process instance number in the <b>Process List</b> section.
17.	Click the <b>Refresh</b> button periodically until the Run Status is "Success" and the Distribution Status is "Posted". 
18.	After the process runs successfully, click the <b>Go back to Journal Entry Detail</b> link. 



Step	Action
19.	The <b>Journal Entry Detail Report</b> run control page displays.  Click the <b>Report Manager</b> link to retrieve the report. 



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [dropdown] Created On: [dropdown] [dropdown] Last [dropdown] 1 Days [dropdown]

Reports

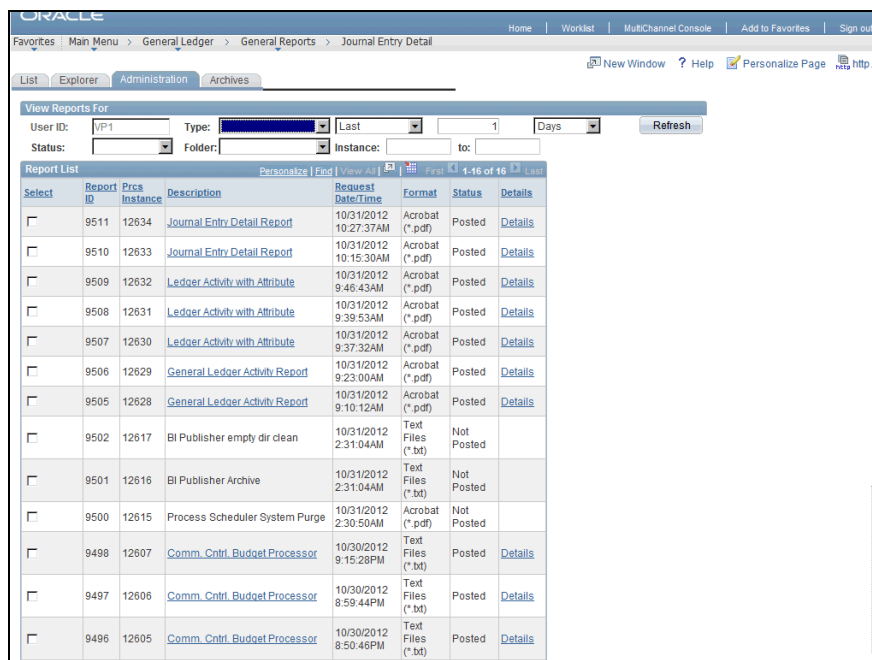
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Journal Entry Detail

Save

List | Explorer | Administration | Archives

Step	Action
20.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <p>Administration</p>



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

User ID: [dropdown] Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9511	12634	Journal Entry Detail Report	10/31/2012 10:27:37AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9510	12633	Journal Entry Detail Report	10/31/2012 10:15:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9509	12632	Ledger Activity with Attribute	10/31/2012 9:46:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9508	12631	Ledger Activity with Attribute	10/31/2012 9:39:53AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9507	12630	Ledger Activity with Attribute	10/31/2012 9:37:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:30:50AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9498	12607	Comm. Cntrl. Budget Processor	10/30/2012 9:15:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9497	12606	Comm. Cntrl. Budget Processor	10/30/2012 8:59:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9496	12605	Comm. Cntrl. Budget Processor	10/30/2012 8:50:46PM	Text Files (*.txt)	Posted	Details

## Training Guide General Ledger Reports

Step	Action
21.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Journal Entry Detail Report</b> link to open the <b>Journal Entry Detail Report</b>.</p> <p><a href="#">Journal Entry Detail Report</a></p>



Line	Description	Reference	Entry	Debit	Credit
1	Committee Meetings				
10111	0001 0423		USD	5,000.00	0.00
2	Committee Meetings				
00001	0001 7540		USD	0.00	5,000.00
Total USD				5,000.00	5,000.00

Step	Action
22.	<p>The <b>Journal Entry Detail Report</b> displays in a new window.</p> <p>If desired, print the report using the internet browser options.</p>
23.	<p>You have successfully completed the <i>Running the Journal Entry Detail Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Enter process request parameters for the <b>Journal Entry Detail</b> report</li> <li>- Generate and view the <b>Journal Entry Detail</b> report</li> </ul> <p><b>End of Procedure.</b></p>

### Running the Ledger vs Journal Integrity Report

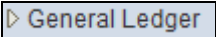

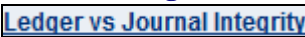
The **Ledger vs Journal Integrity** report checks for any discrepancy between Ledger and Journal tables within a specified period range.

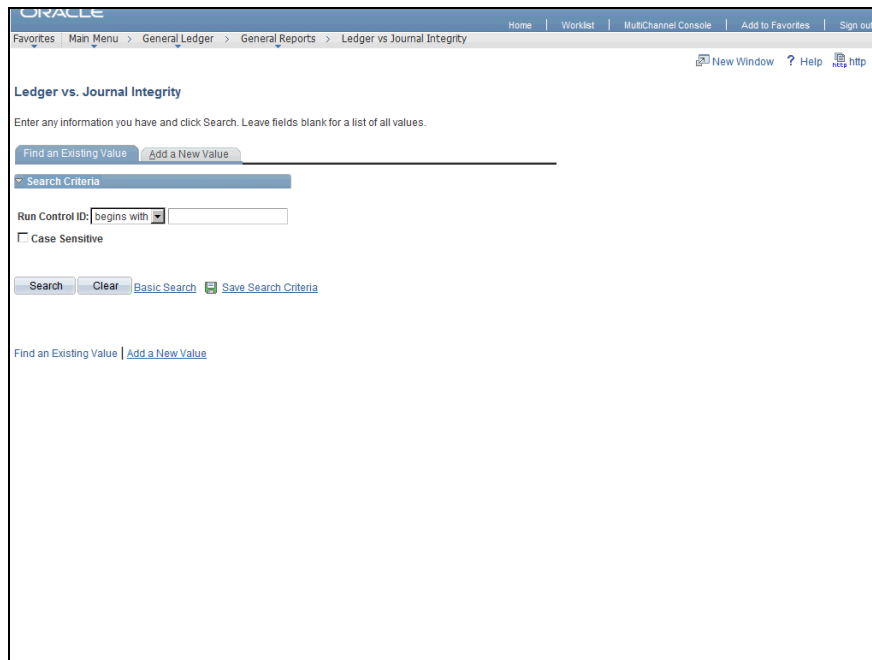
After completing this topic, you will be able to:

- Create a new run control for the **Ledger vs Journal Integrity** report
- Enter process request parameters
- Generate the **Ledger vs Journal Integrity** report

### Procedure

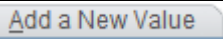
In this topic, you will run the **Ledger vs Journal Integrity** report.

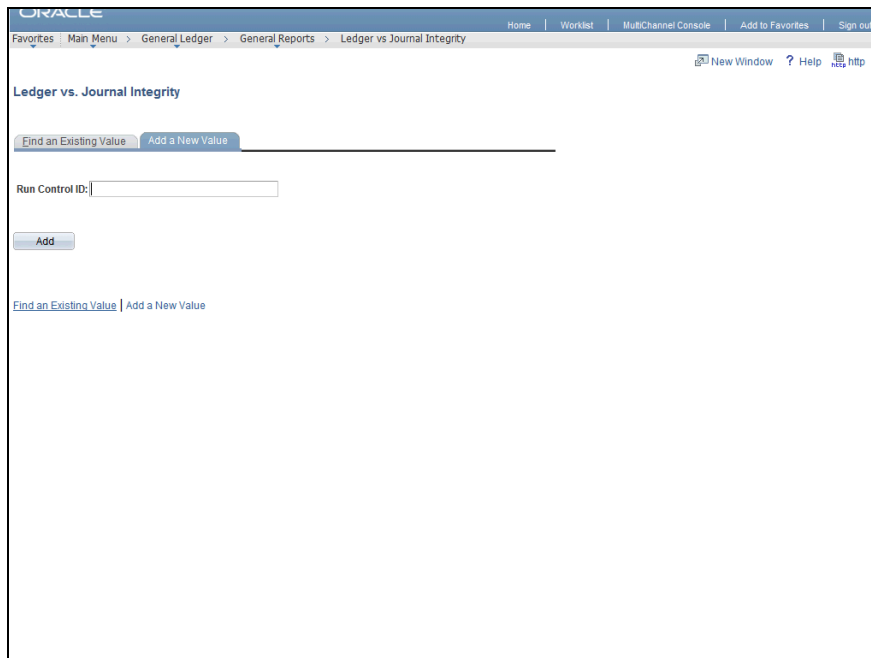
Step	Action
1.	Navigate to the <b>Ledger vs. Journal Integrity Report</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Ledger vs Journal Integrity</b> link. 

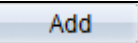


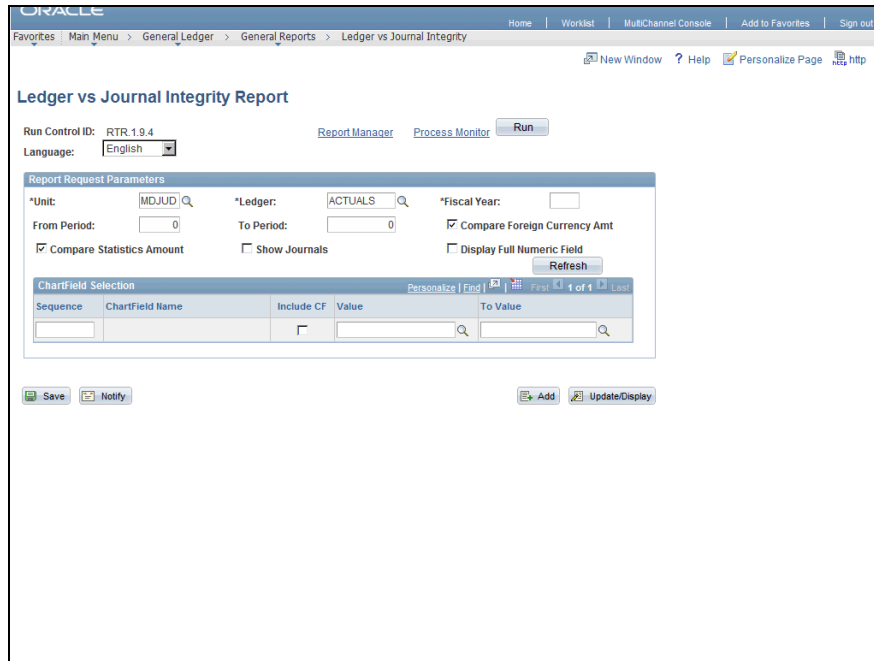
## Training Guide

### General Ledger Reports

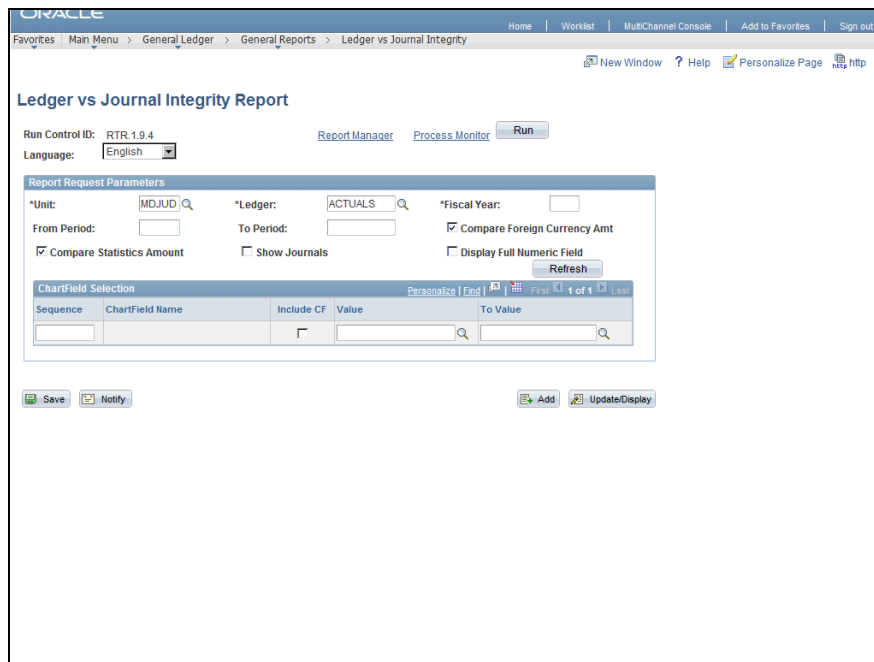
Step	Action
4.	<p>The <b>Ledger vs. Journal Integrity</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 



Step	Action
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. " <b>RTR.1.9.4</b> ".
6.	<p>Click the <b>Add</b> button.</p> 



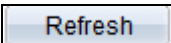


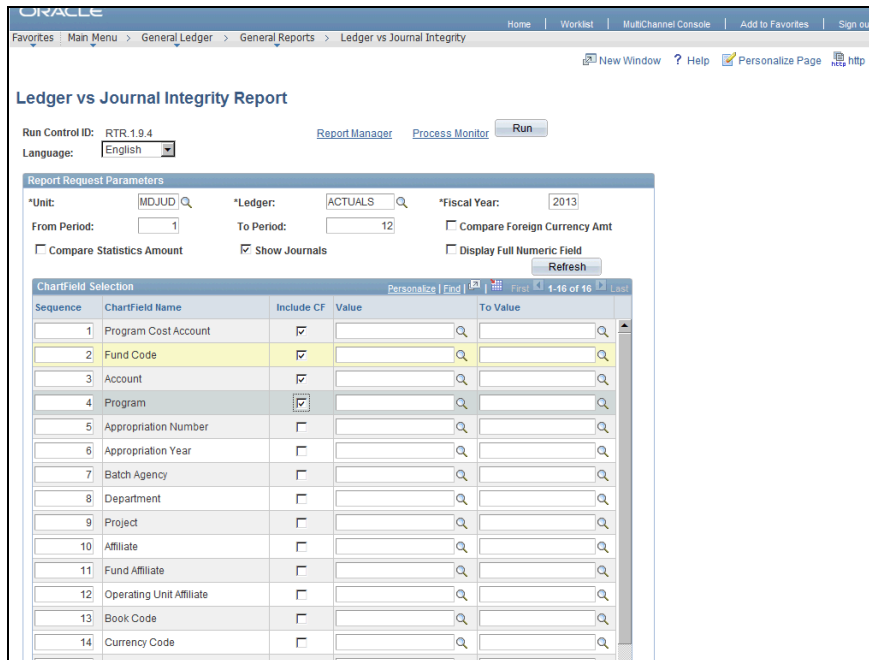
Step	Action
7.	<p>The <b>Ledger vs. Journal Integrity Report</b> run control page displays.</p> <p>The values for the <b>Unit</b> and the <b>Ledger</b> fields should default to "MDJUD" and "ACTUALS".</p>



## Training Guide

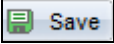
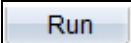
### General Ledger Reports

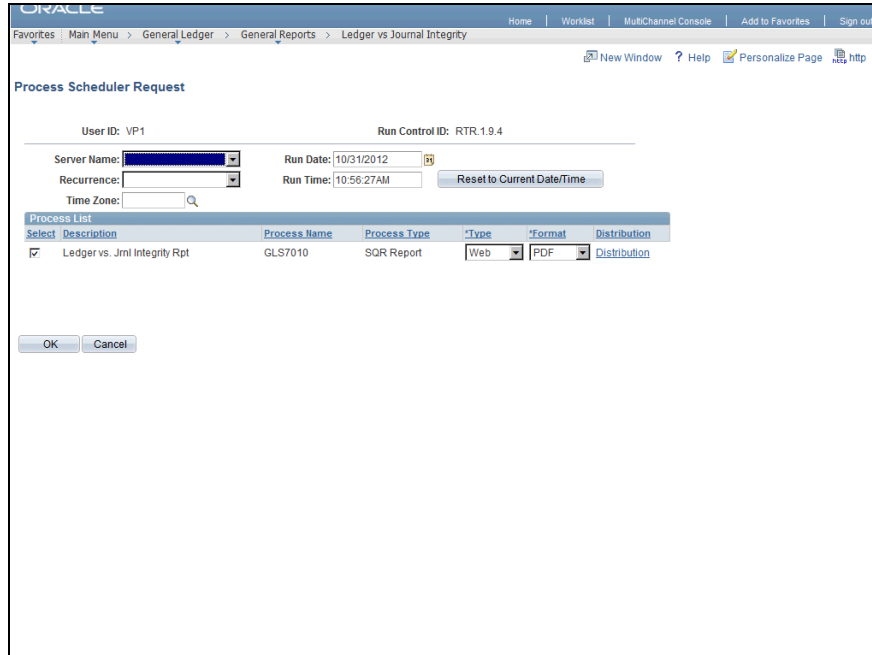
Step	Action
8.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. "2013".
9.	Enter the desired information into the <b>From Period</b> field. Enter a valid value e.g. "1".
10.	Enter the desired information into the <b>To Period</b> field. Enter a valid value e.g. "12".
11.	Click the <b>Show Journals</b> option. 
12.	Click the <b>Compare Statistics Amount</b> option. 
13.	Click the <b>Refresh</b> button. 



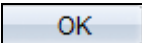
Step	Action
14.	<p>The <b>Chartfield Selection</b> section displays.</p> <p>Click the <b>Include CF</b> options for the following Chartfield values:</p> <ol style="list-style-type: none"> <li>1. <b>Program Cost Account</b></li> <li>2. <b>Fund Code</b></li> <li>3. <b>Account</b></li> <li>4. <b>Program</b></li> </ol>



Step	Action
15.	Click the <b>Save</b> button. 
16.	Click the <b>Run</b> button. 



The screenshot shows the 'Process Scheduler Request' page in Oracle. The breadcrumb trail is: Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity. The page title is 'Process Scheduler Request'. It displays 'User ID: VP1' and 'Run Control ID: RTR.19.4'. Below this, there are fields for 'Server Name' (a dropdown menu), 'Run Date' (10/31/2012), 'Recurrence' (a dropdown menu), 'Run Time' (10:56:27AM), and 'Time Zone' (a dropdown menu). A 'Reset to Current Date/Time' button is next to the Run Time field. A 'Process List' table is shown with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. The table contains one row: [X] Ledger vs. Jml Integrity Rpt, GLS7010, SQR Report, Web, PDF, Distribution. At the bottom, there are 'OK' and 'Cancel' buttons.

Step	Action
17.	The <b>Process Scheduler Request</b> page displays.  Accept all values on this page.  Click the <b>OK</b> button. 
18.	The <b>Ledger vs Journal Integrity Report</b> run control page displays.  Take note of the process instance number in the top right corner of the page.

# Training Guide

## General Ledger Reports

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

### Ledger vs Journal Integrity Report

Run Control ID: RTR 1.9.4  
Language: English

Report Manager Process Monitor **Run**

Process Instance 12638

Report Request Parameters

\*Unit: MOJUD \*Ledger: ACTUALS \*Fiscal Year: 2013

From Period: 1 To Period: 12

☐ Compare Statistics Amount ☒ Show Journals ☐ Display Full Numeric Field

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Value	To Value
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>		
	Currency Code	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>		
	Appropriation Year	<input type="checkbox"/>		
	Batch Agency	<input type="checkbox"/>		

Step	Action
19.	Click the <b>Process Monitor</b> link. <b>Process Monitor</b>
20.	The <b>Process Monitor - Process List</b> page displays.  The process you ran is listed by process instance number in the <b>Process List</b> section.

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process List Server List

Actions

User ID: VP1 Type: Last 10 Minutes Refresh

Server: VP1 Name: Instance: Main Content

Run Status: Distribution Status: ☒ Save On Refresh

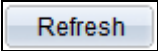
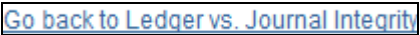
Process List

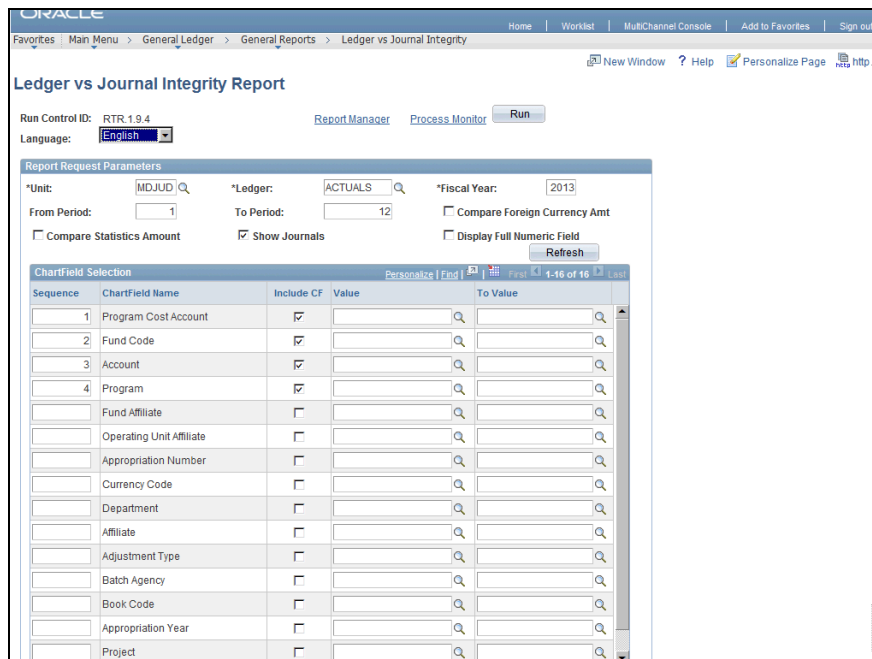
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12639		Application Engine	AP_PSTVCHR	VP1	10/31/2012 10:59:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	12638		SQR Report	GLS7010	VP1	10/31/2012 10:56:27AM PDT	Success	Posted	Details
<input type="checkbox"/>	12637		Application Engine	FS_BP	VP1	10/31/2012 10:52:48AM PDT	Success	Posted	Details

Go back to Ledger vs Journal Integrity

Save Notify

Process List | Server List

Step	Action
21.	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted" for the process you have just run. 
22.	After the process runs successfully, click the <b>Go back to Ledger vs. Journal Integrity</b> link. 



**Oracle**  
General Ledger > General Reports > Ledger vs Journal Integrity

Run Control ID: RTR 1.9.4 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: **English**


**Report Request Parameters**

\*Unit: MDJUD \*Ledger: ACTUALS \*Fiscal Year: 2013

From Period: 1 To Period: 12 ☐ Compare Foreign Currency Amt

☐ Compare Statistics Amount ☒ Show Journals ☐ Display Full Numeric Field [Refresh](#)

Sequence	ChartField Name	Include CF	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>		
	Currency Code	<input type="checkbox"/>		
	Department	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>		
	Batch Agency	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>		
	Appropriation Year	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		

Step	Action
23.	The <b>Ledger vs Journal Integrity Report</b> run control page displays. Click the <b>Report Manager</b> link to retrieve the report. 

# Training Guide

## General Ledger Reports



ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For  
Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh  
Name: [text] Created On: [text] [dropdown] Last [dropdown] 1 Days [dropdown]

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Ledger vs Journal Integrity

Save

List | Explorer | Administration | Archives

Step	Action
24.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <div>Administration</div>

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

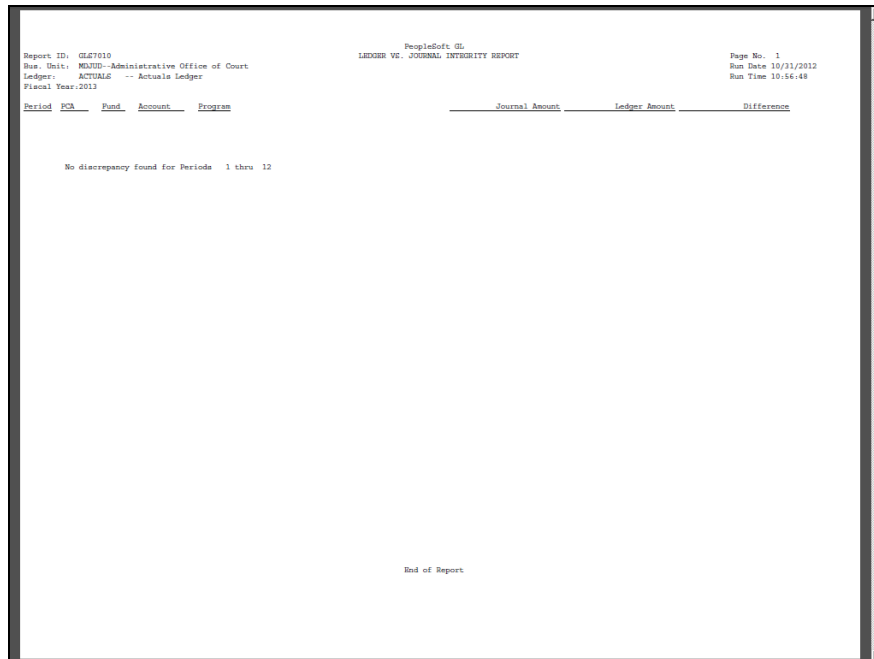
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For  
User ID: [text] Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh  
Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9516	12639	PS/AP Voucher Posting	10/31/2012 10:59:33AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9515	12638	Ledger vs Jnl Integrity Rpt	10/31/2012 10:56:39AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9514	12637	Comm. Cntrl. Budget Processor	10/31/2012 10:52:52AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9512	12635	Ledger vs Jnl Integrity Rpt	10/31/2012 10:39:59AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9511	12634	Journal Entry Detail Report	10/31/2012 10:27:37AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9510	12633	Journal Entry Detail Report	10/31/2012 10:15:30AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9509	12632	Ledger Activity with Attribute	10/31/2012 9:46:43AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9508	12631	Ledger Activity with Attribute	10/31/2012 9:39:53AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9507	12630	Ledger Activity with Attribute	10/31/2012 9:37:32AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:27:51AM	Acrobat (*.pdf)	Not Posted	

Step	Action
25.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Ledger vs. Jrnl Integrity Rpt</b> link to open the <b>Ledger vs. Journal Integrity Report</b>.</p> <p><a href="#">Ledger vs. Jrnl Integrity Rpt</a></p>



Step	Action
26.	<p>The <b>Ledger vs. Journal Integrity Report</b> displays in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
27.	<p>You have successfully completed the <i>Running the Ledger vs Journal Integrity Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the Ledger vs. Journal Integrity report</li> </ul> <p><b>End of Procedure.</b></p>

### Running the Trial Balance Report

The **Trial Balance** report displays the ending ledger balances for the specified year and period by Chartfield combination. The report also displays subtotals by Chartfield, and Prints a final total for debits and credits.

After completing this topic, you will be able to:

# Training Guide

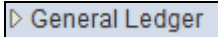


## General Ledger Reports

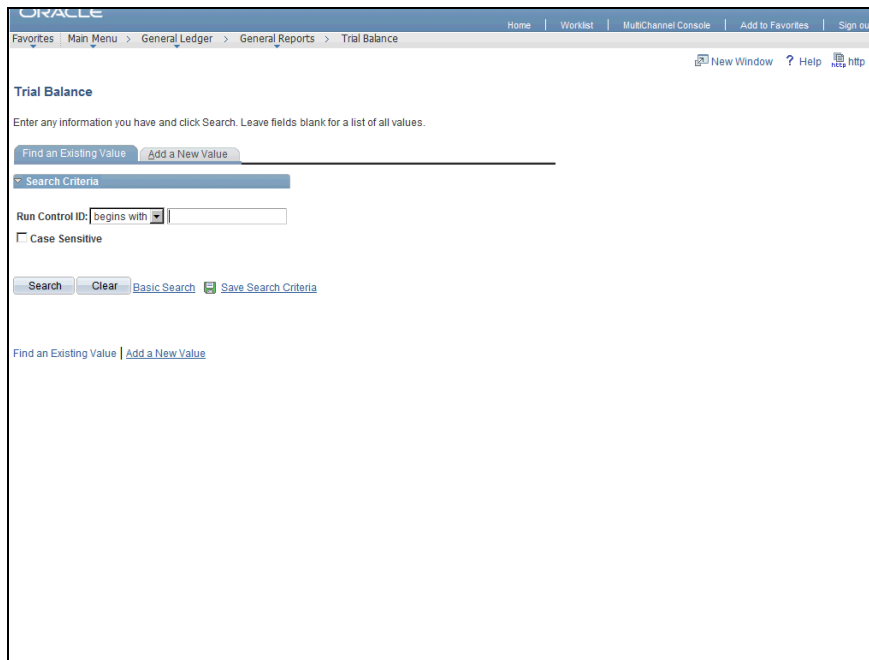


- Create a new run control for the **Trial Balance** report
- Enter process request parameters
- Generate the **Trial Balance** report

### Procedure

In this topic, you will run the **Trial Balance** report.

Step	Action
1.	Navigate to the <b>Trial Balance</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Trial Balance</b> link. 



ORACLE

Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help http

### Trial Balance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

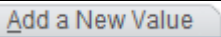
Search Criteria

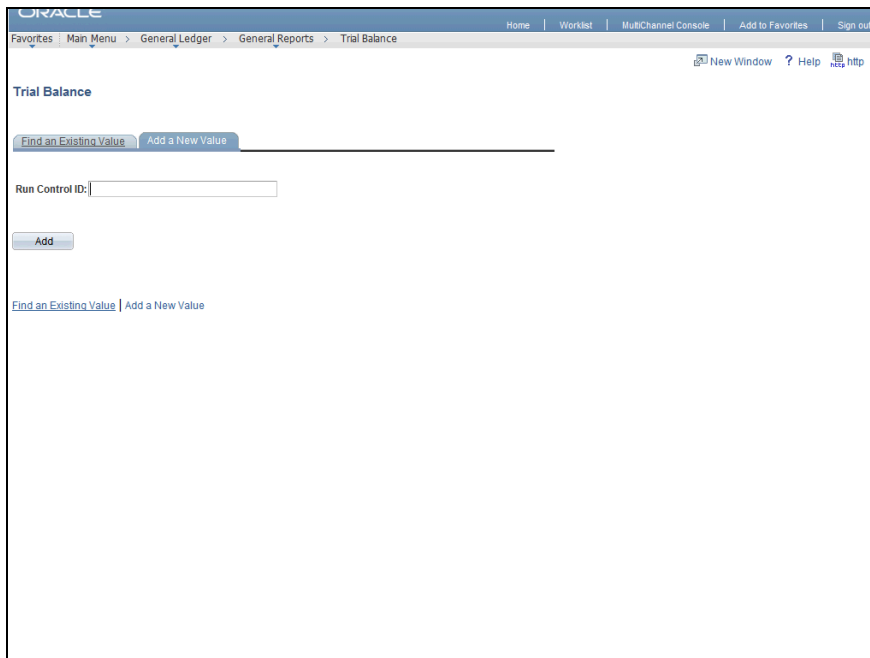
Run Control ID: begins with

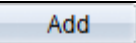
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

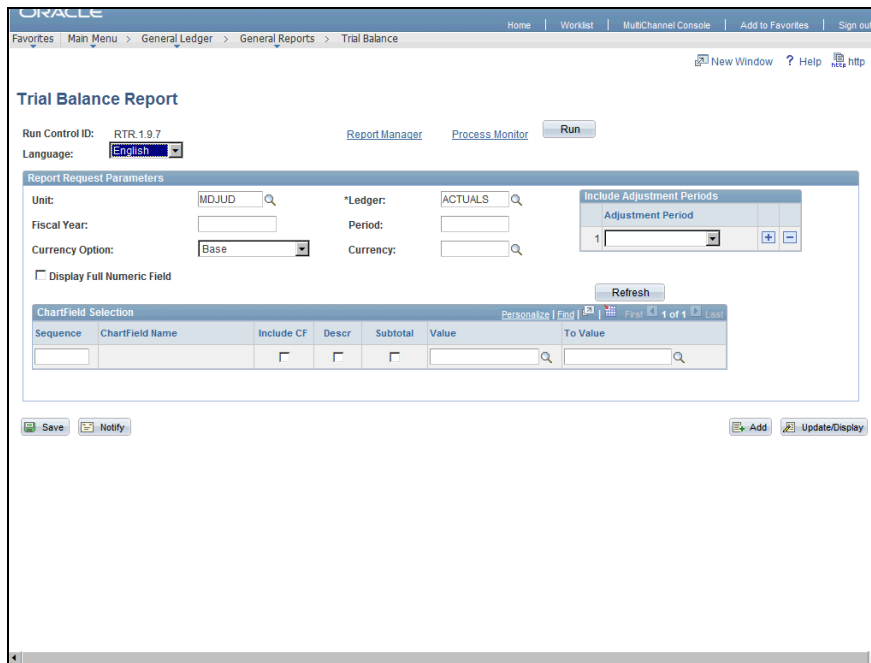
Step	Action
4.	<p>The <b>Trial Balance</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 



Step	Action
5.	<p>The <b>Add a new Value</b> page displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. "<b>RTR.1.9.7</b>".</p>
6.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## General Ledger Reports



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help http

### Trial Balance Report

Run Control ID: RTR.1.9.7 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: **English**

**Report Request Parameters**

Unit: MDJUD \*Ledger: ACTUALS

Fiscal Year: Period:

Currency Option: Base Currency:

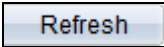





☐ Display Full Numeric Field

[Refresh](#)

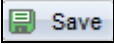
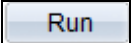
**ChartField Selection**

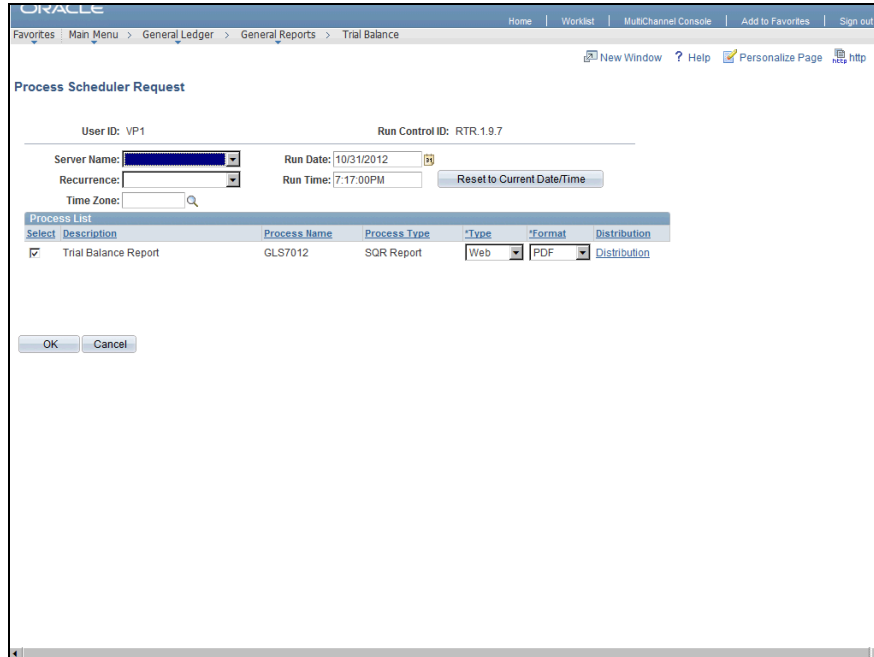
Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
		<input checked="" type="checkbox"/>				

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	The <b>Trial Balance Report</b> run control page displays.  Verify that the <b>Unit</b> defaults to "MDJUD" and the <b>Ledger</b> field defaults to "ACTUALS".
8.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. "2013".
9.	Enter the desired information into the <b>Period</b> field. Enter a valid value e.g. "4".
10.	Click the <b>Refresh</b> button. 
11.	Click the <b>Include CF</b> option for the Program 
12.	Click the <b>Include CF</b> option for the <b>Fund Code</b> Chartfield. 
13.	Click the <b>Include CF</b> option for the <b>Account</b> Chartfield. 
14.	Click the <b>Include CF</b> option for the <b>Appropriation Year</b> Chartfield. 
15.	You can sub-total the report by one of the Chartfields selected.  Click the <b>Subtotal</b> option for the appropriate Chartfield. 



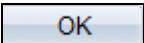
Step	Action
16.	Click the <b>Save</b> button. 
17.	Click the <b>Run</b> button. 



The screenshot shows the Oracle Process Scheduler Request page for the Trial Balance report. The page includes fields for User ID (VP1), Run Control ID (RTR.1.9.7), Server Name, Run Date (10/31/2012), Recurrence, Run Time (7:17:00PM), and Time Zone. A table lists the process details:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution

Buttons for OK and Cancel are located at the bottom left of the form.

Step	Action
18.	The <b>Process Scheduler Request</b> page displays.  Accept all values on the page.  Click the <b>OK</b> button. 
19.	The <b>Trial Balance Report</b> run control page displays.  Take note of the Process Instance number in the top right corner of the page.

# Training Guide

## General Ledger Reports

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

### Trial Balance Report

Run Control ID: RTR.1.9.7 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12732

**Report Request Parameters**

Unit: MDJUD \*Ledger: ACTUALS Include Adjustment Periods  
Fiscal Year: 2013 Period: 4 Adjustment Period: 1  
Currency Option: Base Currency: Refresh

☐ Display Full Numeric Field

**ChartField Selection**

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Appropriation Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Step	Action
20.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

**Actions**

User ID: VP1 Type: Last: 10 Minutes Refresh

Server: User ID VP1 Name: Instance: to: Save On Refresh

Run Status: Distribution Status: Save On Refresh

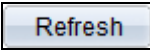
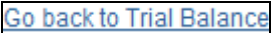

**Process List**

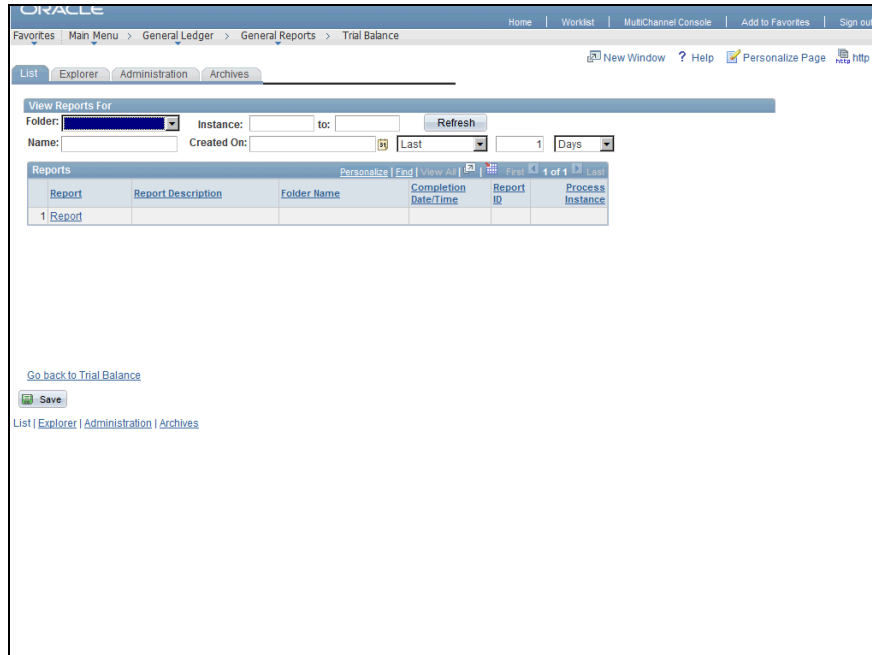
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12731		SQR Report	GLS7012	VP1	10/31/2012 7:11:33PM PDT	Success	Posted	<a href="#">Details</a>

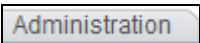
[Go back to Trial Balance](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Step	Action
21.	The <b>Process Monitor - Process List</b> page displays.  The process you ran is listed by process instance number in the <b>Process List</b> section.
22.	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted" for the process you have just run. 
23.	After the process has run successfully, click the <b>Go back to Trial Balance</b> link. 
24.	The <b>Trial Balance Report</b> run control page displays.  Click the <b>Report Manager</b> link to retrieve the report. 



Step	Action
25.	The <b>Report Manager - List</b> page displays.  Click the <b>Administration</b> tab. 

# Training Guide

## General Ledger Reports



ORACLE									
Favorites Main Menu > General Ledger > General Reports > Trial Balance									
Home   Worklist   MultiChannel Console   Add to Favorites   Sign out									
List   Explorer   Administration   Archives									
View Reports For									
User ID:	VP1	Type:		Last		1	Days		Refresh
Status:		Folder:		Instance:		to:			
Report List									
	9589	12731	<a href="#">Trial Balance Report</a>	10/31/2012 7:11:34PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>		
	9588	12730	<a href="#">General Ledger Summary</a>	10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>		
	9587	12729	<a href="#">Email</a>	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	<a href="#">Details</a>		
	9586	12728	<a href="#">Vendor Contract Dispatch/Print</a>	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>		
	9585	12727	<a href="#">Email</a>	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	<a href="#">Details</a>		
	9584	12726	<a href="#">Vendor Contract Dispatch/Print</a>	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>		
	9583	12724	<a href="#">General Ledger Summary</a>	10/31/2012 6:47:05PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>		
	9581	12722	<a href="#">Document Tolerance Checking</a>	10/31/2012 6:34:25PM	Text Files (*.txt)	Posted	<a href="#">Details</a>		
	9580	12721	<a href="#">InterUnit Activity Report</a>	10/31/2012 6:33:25PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>		
	9579	12720	<a href="#">Comm. Cntrl. Budget Processor</a>	10/31/2012 6:30:44PM	Text Files (*.txt)	Posted	<a href="#">Details</a>		
	9578	12719	<a href="#">Comm. Cntrl. Budget Processor</a>	10/31/2012 6:27:12PM	Text Files (*.txt)	Posted	<a href="#">Details</a>		
	9576	12717	<a href="#">Comm. Cntrl. Budget Processor</a>	10/31/2012 6:24:52PM	Text Files (*.txt)	Posted	<a href="#">Details</a>		

Step	Action
26.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Trial Balance Report</b> link to open the <b>Trial Balance Report</b>.</p> <p><a href="#">Trial Balance Report</a></p>

Report ID: GL7012				PeopleSoft GL				Page No. 1			
Bus. Unit: MUNJD--Administrative Office of Court				TRIAL BALANCE				Run Date 10/31/2012			
Ledger: ACTUALS -- Actuals Ledger								Run Time 19:17:34			
As of Year 2013 and Period 4											
Base Currency: USD											
PCA	Pand	Amount	Balance Yr		Our	Transaction Debit	Transaction Credit				
	0001	2001	AY2013		USD	0.00	24,000.00				
		2402			USD	20,000.00	0.00				
		2751			USD	0.00	1,500.00				
		2802			USD	0.00	5,000.00				
	0005	2402			USD	5,000.00	0.00				
		2802			USD	0.00	20,000.00				
Total for PCA						25,000.00	57,500.00				
00001	0001	7540	AY2013		USD	100.00	0.00				
					USD	0.00	5,000.00				
Total for PCA 00001						100.00	5,000.00				
00002	0001	0101	AY2013		USD	10,000.00	0.00				
	2001		AY2013		USD	0.00	5,000.00				
Total for PCA 00002						10,000.00	5,000.00				
00004	0001	7503			USD	0.00	100.00				
00004	0005	2001	AY2013		USD	0.00	5,000.00				
00306	3037	0401	AY2012		USD	1,500.72	0.00				
	2001		AY2012		USD	0.00	1,500.72				
Total for PCA 00306						1,500.72	1,500.72				
10111	0001	0423	AY2013		USD	5,000.00	0.00				
45001	0001	0891	AY2013		USD	1,500.00	0.00				
A0165	0005	0701	AY2013		USD	5,000.00	0.00				
00006	0001	0101	AY2013		USD	4,000.00	0.00				
	2201		AY2013		USD	7,000.00	0.00				
	9546		AY2013		USD	0.00	7,000.00				
Total for PCA 00006						13,000.00	7,000.00				
00045	0005	0872	AY2013		USD	15,000.00	0.00				
	2201		AY2013		USD	7,000.00	0.00				
	9546		AY2013		USD	0.00	7,000.00				
Total for PCA 00045						22,000.00	7,000.00				

Step	Action
27.	<p>The <b>Trial Balance Report</b> displays in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
28.	<p>You have successfully completed the <i>Running the Trial Balance Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the Trial Balance report</li> </ul> <p><b>End of Procedure.</b></p>

### Running the Standard Journals Report

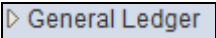


The **Standard Journals** report lists standard journal entries and their status.

After completing this topic, you will be able to:

- Create a new run control for the **Standard Journals** report
- Enter process request parameters
- Generate the **Standard Journals** report

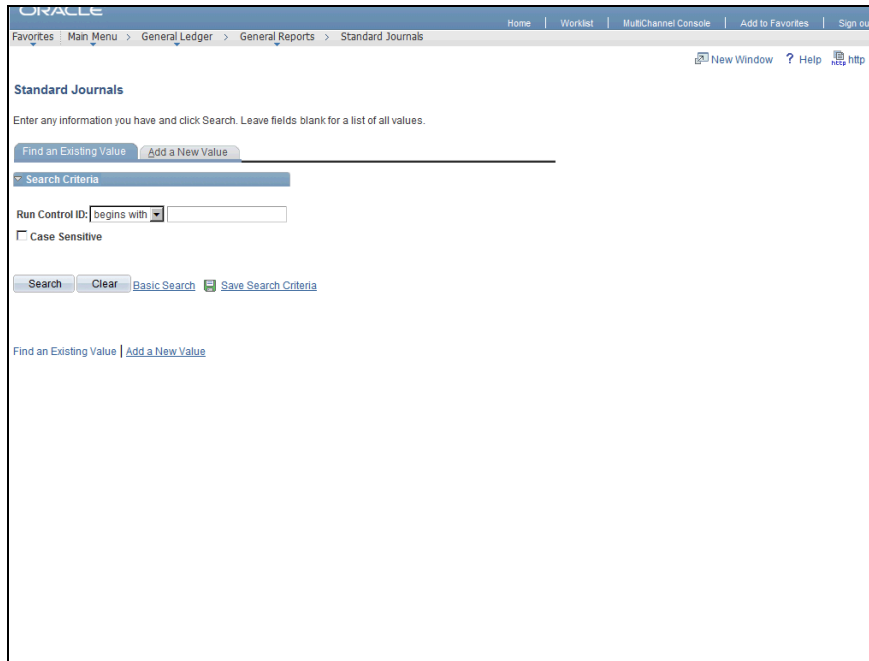
### Procedure

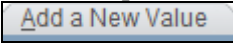
In this topic, you will run the **Standard Journals** report.

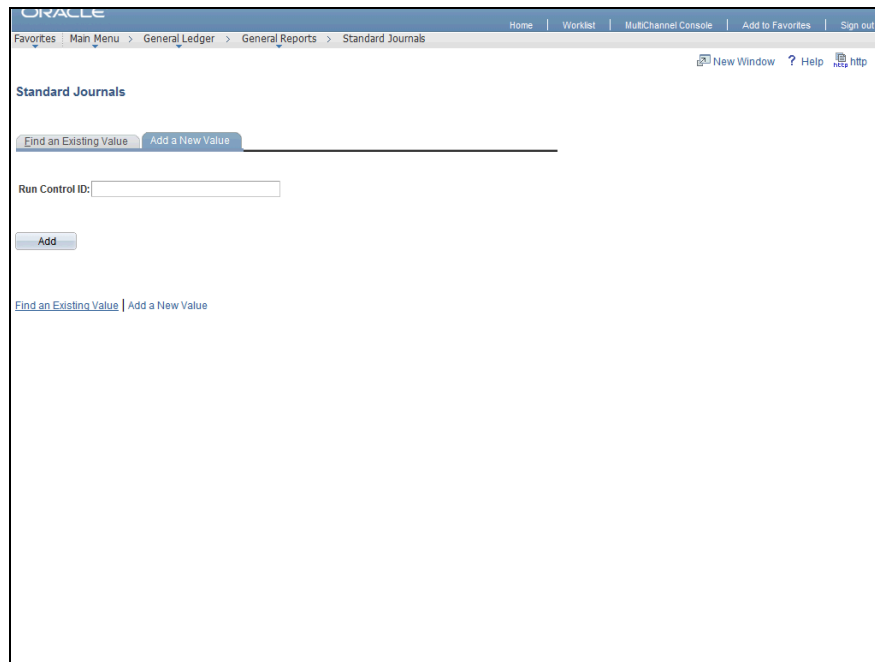
Step	Action
1.	<p>Navigate to the <b>Standard Journals</b> page.</p> <p>Click the <b>General Ledger</b> link.</p> 
2.	<p>Click the <b>General Reports</b> link.</p> 
3.	<p>Click the <b>Standard Journals</b> link.</p> 

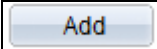
# Training Guide

## General Ledger Reports



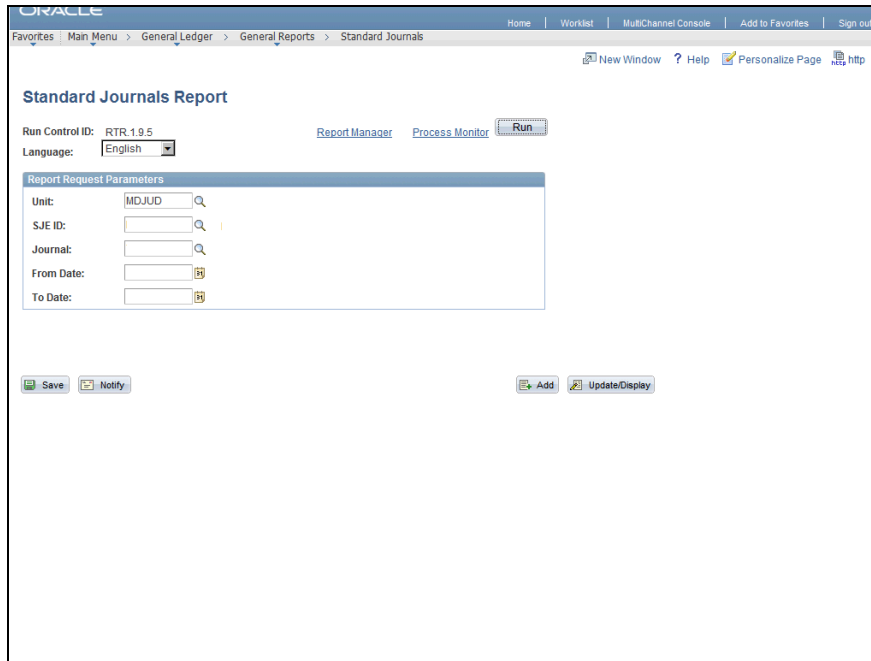
Step	Action
4.	<p>The <b>Standard Journals</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 



Step	Action
5.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. "<b>RTR.1.9.5</b>".</p>
6.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## General Ledger Reports



ORACLE  
 Favorites | Main Menu > General Ledger > General Reports > Standard Journals  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window ? Help Personalize Page http

### Standard Journals Report

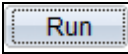
Run Control ID: RTR 1.9.5 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

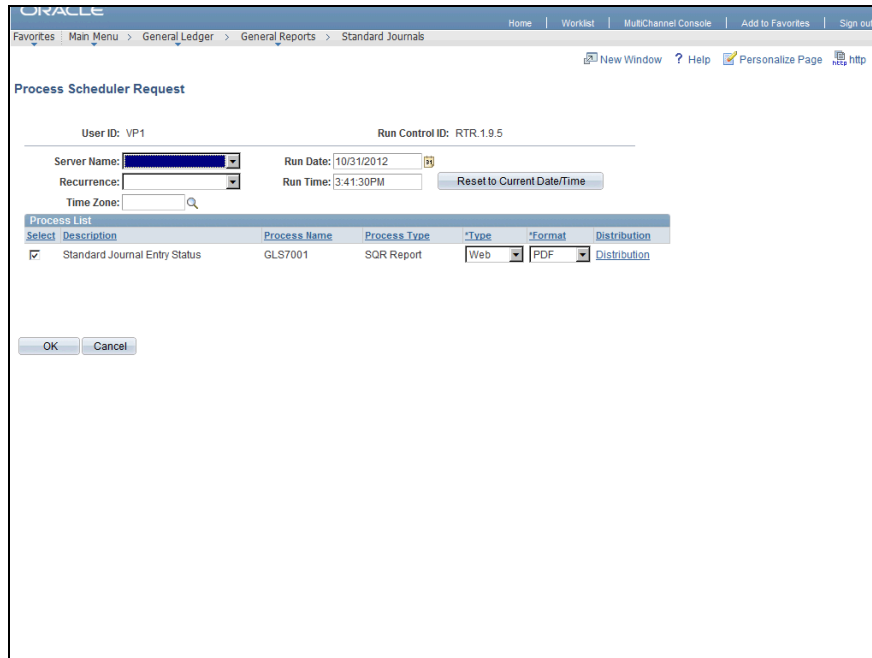
**Report Request Parameters**

Unit: MDJUD  
 SJE ID:  
 Journal:  
 From Date:  
 To Date:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	The <b>Standard Journals Report</b> run control page displays.  Verify that the <b>Unit</b> field displays "MDJUD".
8.	Enter the Standard journal Entry ID into the <b>SJE ID</b> field. Enter a valid value e.g. " <b>POSTAGE</b> ".
9.	Enter the Journal ID into the <b>Journal</b> field. Enter a valid value e.g. " <b>POSTAGE1</b> ".
10.	Click the <b>Run</b> button. 





Oracle  
 Favorites | Main Menu > General Ledger > General Reports > Standard Journals  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

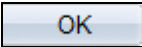
Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.9.5

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]  
 Recurrence: [dropdown] Run Time: 3:41:30PM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Standard Journal Entry Status	GLS7001	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
11.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Accept all values on this page.</p> <p>Click the <b>OK</b> button.</p> 
12.	<p>The <b>Standard Journal Report</b> run control page displays.</p> <p>Take note of the process instance number displayed in the top right corner of the page.</p>

# Training Guide

## General Ledger Reports



ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Standard Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

### Standard Journals Report

Run Control ID: RTR 1.9.5 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12692

**Report Request Parameters**

Unit: MDJUD

SJE ID: POSTAGE POSTAGE SJE

Journal: POSTAGE1

From Date: 15

To Date: 15

Save Notify Add Update/Display

Step	Action
13.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Standard Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process List | [Server List](#)

**Actions**

User ID: VP1 Type: Last 5 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

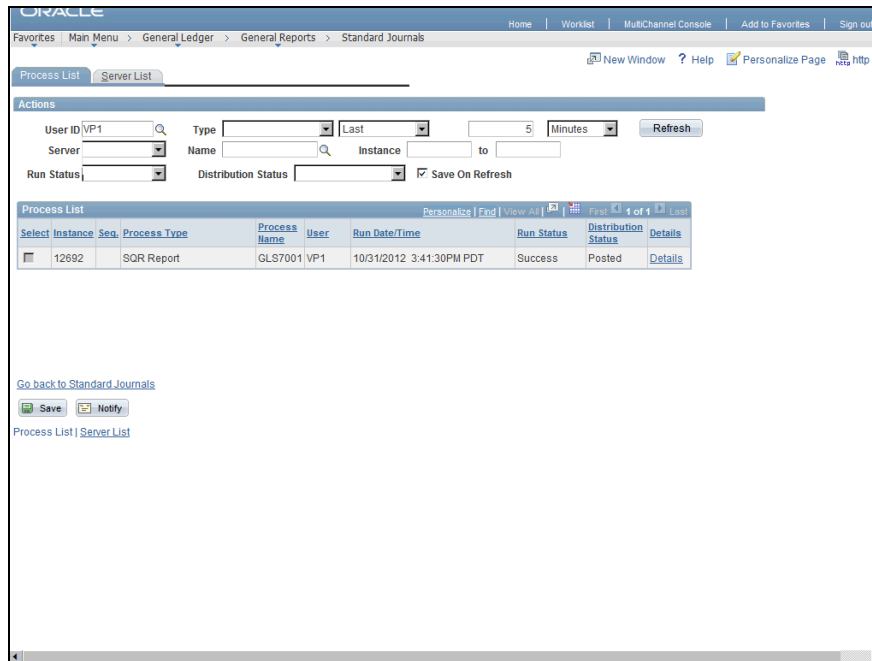
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12692		SQR Report	GLS7001	VP1	10/31/2012 3:41:30PM PDT	Success	Posted	<a href="#">Details</a>

Go back to Standard Journals

Save Notify

Process List | [Server List](#)

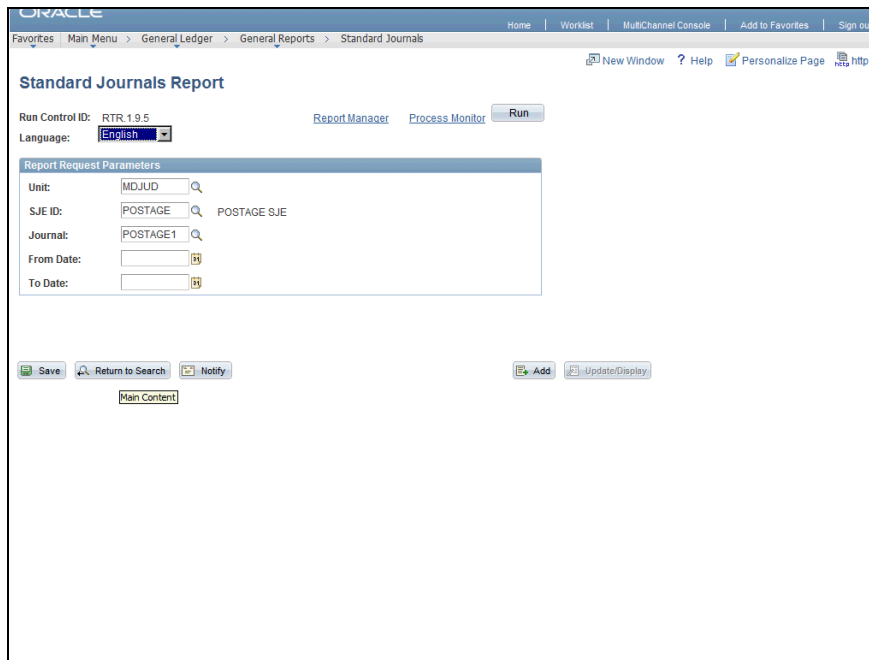
Step	Action
14.	<p>The <b>Process Monitor - Process List</b> page displays.</p> <p>The process you ran is listed by process instance number in the <b>Process List</b> section.</p>



Step	Action
15.	<p>If needed, click the <b>Refresh</b> button periodically until the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted" for the process you have just run.</p> <p><b>Refresh</b></p>
16.	<p>Click the <b>Go back to Standard Journals</b> link.</p> <p><b>Go back to Standard Journals</b></p>

# Training Guide

## General Ledger Reports



Standard Journals Report

Run Control ID: RTR 1.9.5 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: [English](#)

Report Request Parameters

Unit: MDJUD

SJE ID: POSTAGE POSTAGE SJE

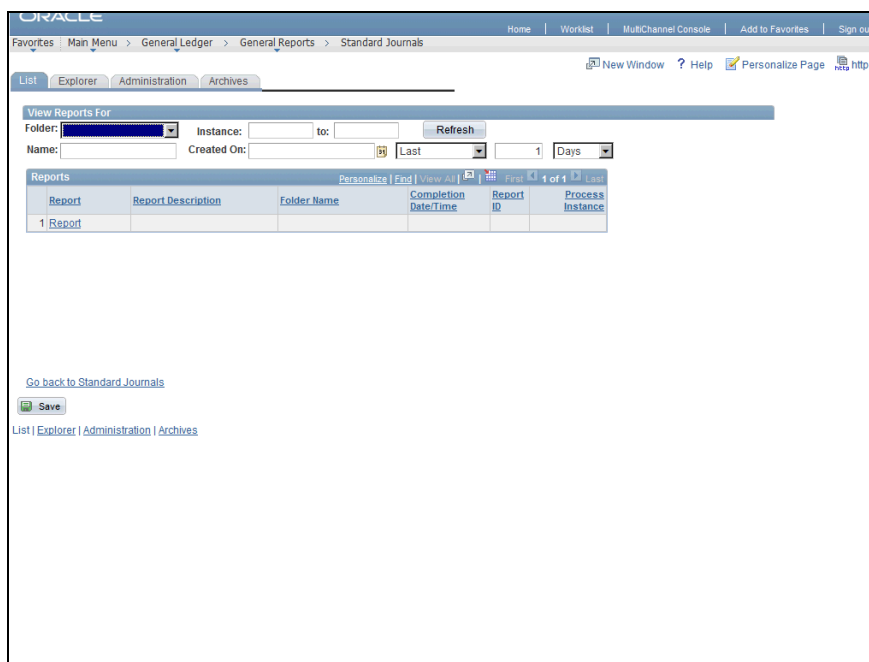
Journal: POSTAGE1

From Date:

To Date:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Main Content](#)

Step	Action
17.	<p>The Standard Journals Report run control page displays.</p> <p>Click the <b>Report Manager</b> link.</p> <p><a href="#">Report Manager</a></p>



View Reports For

Folder: [Refresh](#)

Name: Created On: Last 1 Days

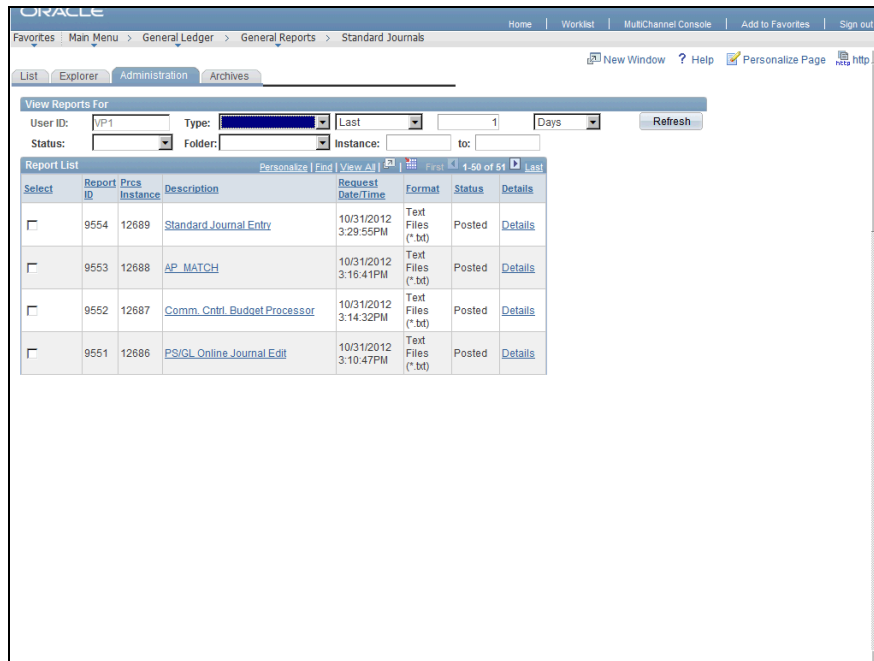
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

[Go back to Standard Journals](#)

[Save](#)

List | [Explorer](#) | [Administration](#) | [Archives](#)

Step	Action
18.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <div>Administration</div>



Oracle Report Manager - List

Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu: Favorites | Main Menu | General Ledger | General Reports | Standard Journals

Buttons: New Window | Help | Personalize Page

Tabs: List | Explorer | Administration | Archives

View Reports For:

User ID: VP1 | Type: | Last: | Days: 1 | Refresh

Status: | Folder: | Instance: | to: |

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9554	12689	Standard Journal Entry	10/31/2012 3:29:55PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9553	12688	AP_MATCH	10/31/2012 3:16:41PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9552	12687	Comm. Cntrl. Budget Processor	10/31/2012 3:14:32PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9551	12686	PS/GL Online Journal Edit	10/31/2012 3:10:47PM	Text Files (*.txt)	Posted	Details

Step	Action
19.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Standard Journal Entry</b> link to open the <b>Standard Journal Entry Report</b>.</p> <div>Standard Journal Entry</div>

# Training Guide

## General Ledger Reports



Report ID: GLE7001  
 Bus. Unit: M0000--Administrative Office of Court  
 For the period 01/01/1900 through 10/31/2012  
 EJE ID: POSTAGE  
 Journal ID: POSTAGE1

PeopleSoft GL  
 STANDARD JOURNAL ENTRIES STATUS

Page No. 1  
 Run Date 10/31/2012  
 Run Time 15:41:51

---

EJE ID: POSTAGE POSTAGE EJE

---

EJE Detail 1 - POSTAGE EJE

Status :	Active	Type:	Recurring	Deposit:	0
Model Journal:	0000000329	Date:	10/31/2012		
Standard Journal:	POSTAGE1	Allow Change:	Yes		

Scheduled: MONTH Creation Lead Days: 0

\*\*\*\* No Standard Journals Created \*\*\*\*

Step	Action
20.	The <b>Standard Journal Entries Report</b> displays in a new window.  Print the report using the internet browser options, if desired.
21.	You have successfully completed the <i>Running the Standard Journals Report</i> topic.  You have learned how to: - Run the Standard Journals report <b>End of Procedure.</b>

## Running the General Ledger Summary Report

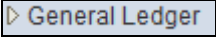


The **General Ledger Summary** report summarizes journal totals within a ledger by Chartfield.

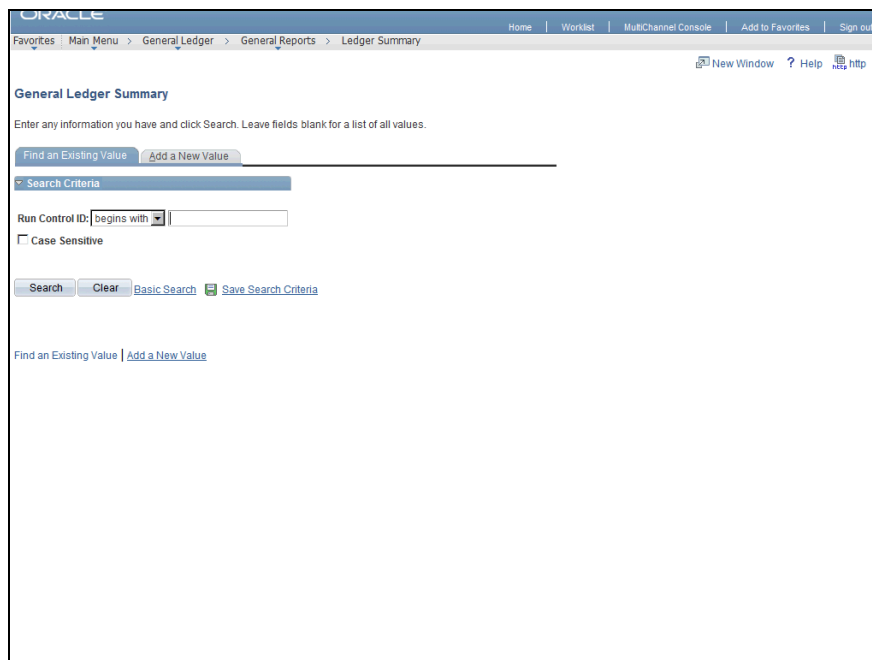
After completing this topic, you will be able to:

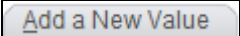
- Create a new run control for the **General Ledger Summary** report
- Enter process request parameters
- Generate the **General Ledger Summary** report

### Procedure

In this topic, you will run the **General Ledger Summary** report.

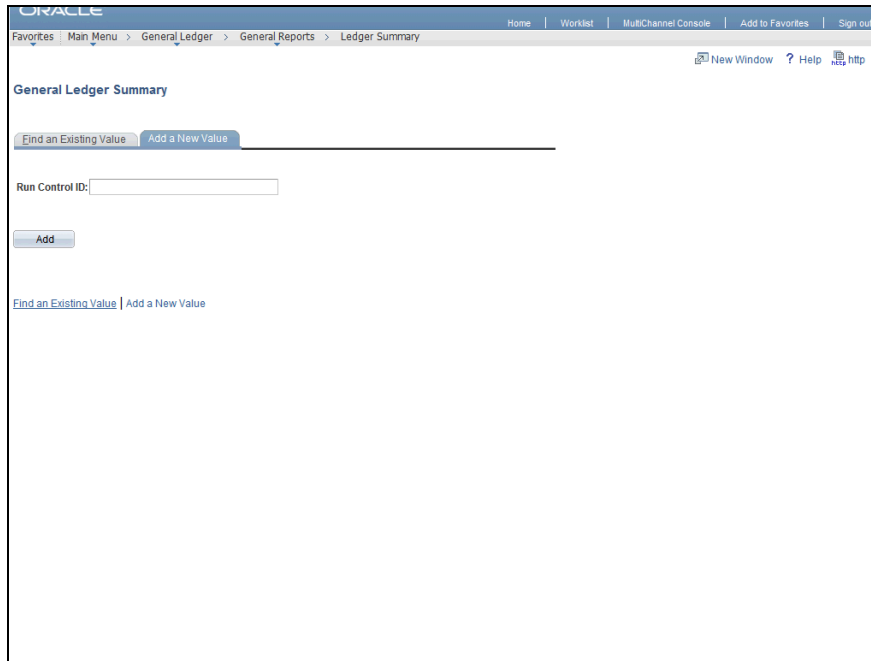
Step	Action
1.	Navigate to the <b>General Ledger Summary</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Ledger Summary</b> link. 



Step	Action
4.	The <b>General Ledger Summary</b> run control search page displays.  <b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.  For this topic, click the <b>Add a New Value</b> tab to create a new run control. Click the <b>Add a New Value</b> tab. 

# Training Guide

## General Ledger Reports



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

New Window ? Help http

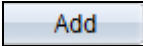
**General Ledger Summary**

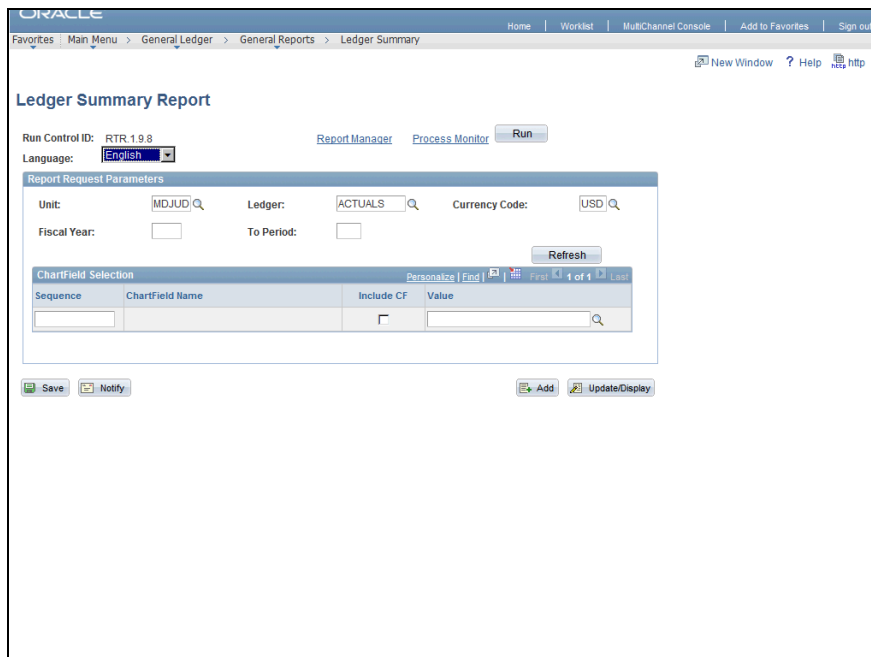
Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

Step	Action
5.	The <b>Add a New Value</b> page displays.  Enter the desired information into the <b>Run Control ID</b> field.
6.	Click the <b>Add</b> button. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

New Window ? Help http

**Ledger Summary Report**

Run Control ID: RTR 1.9.8 | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

Unit: MDJUD | Ledger: ACTUALS | Currency Code: USD

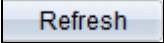




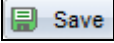
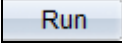
Fiscal Year: | To Period: | Refresh

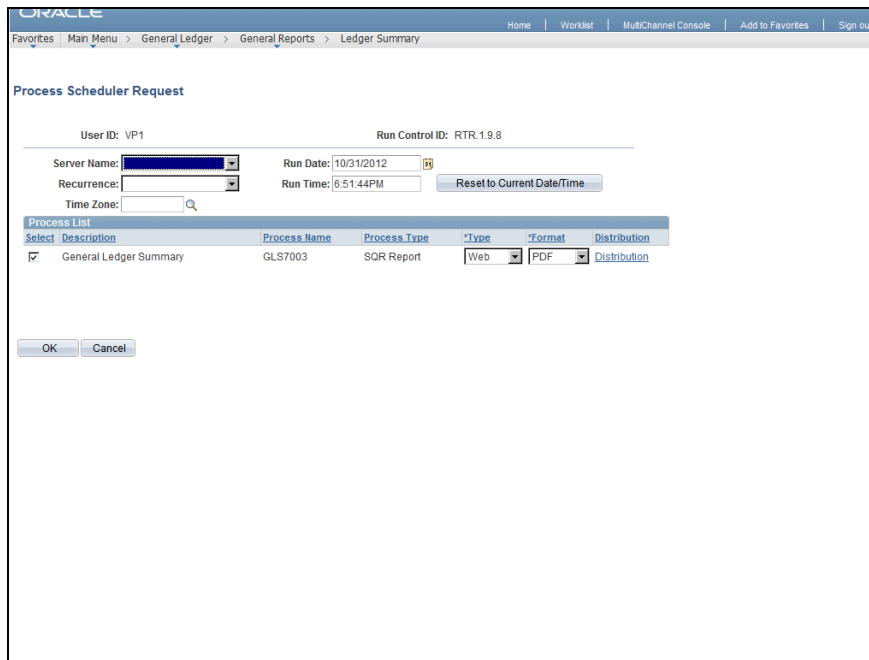
ChartField Selection

Sequence	ChartField Name	Include CF	Value
		<input type="checkbox"/>	

Save | Notify | Add | Update/Display



Step	Action
7.	The <b>Ledger Summary Report</b> run control page displays.  The values for the <b>Unit</b> and the <b>Ledger</b> field default to "MDJUD" and "ACTUALS". The Currency Code defaults to "USD".
8.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. " <b>2013</b> ".
9.	Enter the desired information into the <b>To Period</b> field. Enter a valid value e.g. " <b>4</b> ".
10.	Click the <b>Refresh</b> button. 
11.	Click the <b>Include CF</b> option for the <b>Program Cost Account</b> Chartfield. 
12.	Click the <b>Include CF</b> option for the <b>Fund Code</b> Chartfield. 
13.	Click the <b>Include CF</b> option for the <b>Account</b> Chartfield. 
14.	Click the <b>Include CF</b> option for the <b>Appropriation Year</b> Chartfield. 
15.	The <b>Chartfield Selection</b> section displays.  Click the <b>Include CF</b> options for the following Chartfield values: 1. <b>Program Cost Account</b> 2. <b>Fund Code</b> 3. <b>Account</b> 4. <b>Appropriation Number</b>
16.	Click the <b>Save</b> button. 
17.	Click the <b>Run</b> button. 



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

**Process Scheduler Request**

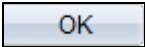

User ID: VP1 Run Control ID: RTR.1.9.8

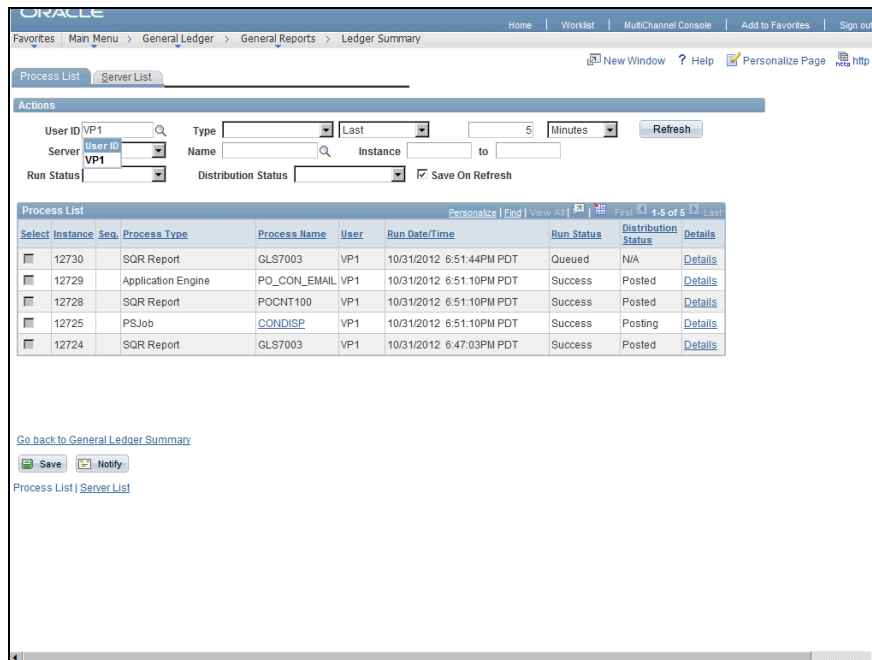
Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]  
 Recurrence: [dropdown] Run Time: 6:51:44PM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	General Ledger Summary	GLS7003	SQR Report	Web	PDF	Distribution

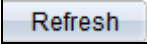


OK Cancel

Step	Action
18.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Accept values on this page.</p> <p>Click the <b>OK</b> button.</p> 
19.	<p>Take note of the process instance number in the top right corner of the page.</p> <p>Click the <b>Process Monitor</b> link.</p> 
20.	<p>The <b>Process Monitor - Process List</b> page displays.</p> <p>The process you ran displays by process instance number in the <b>Process List</b> section.</p>



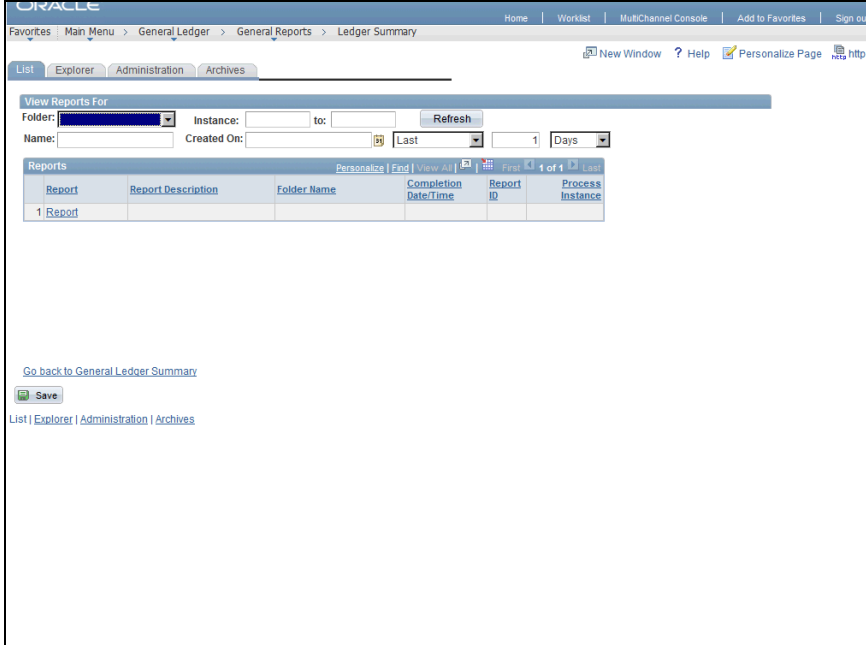
Oracle General Ledger Summary page showing the Process List table.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12730		SQR Report	GLS7003	VP1	10/31/2012 6:51:44PM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	12729		Application Engine	PO_CON_EMAIL	VP1	10/31/2012 6:51:10PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	12728		SQR Report	POCNT100	VP1	10/31/2012 6:51:10PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	12725		PSJob	CONDISP	VP1	10/31/2012 6:51:10PM PDT	Success	Posting	<a href="#">Details</a>
<input type="checkbox"/>	12724		SQR Report	GLS7003	VP1	10/31/2012 6:47:03PM PDT	Success	Posted	<a href="#">Details</a>

Step	Action
21.	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted" for the process you have just run. 
22.	After the process has run successfully, click the <b>Go back to General Ledger Summary</b> link. 
23.	The <b>Ledger Summary Report</b> run control page displays.  Click the <b>Report Manager</b> link to retrieve the report. 

# Training Guide

## General Ledger Reports



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [dropdown] Created On: [dropdown] Last [dropdown] 1 Days

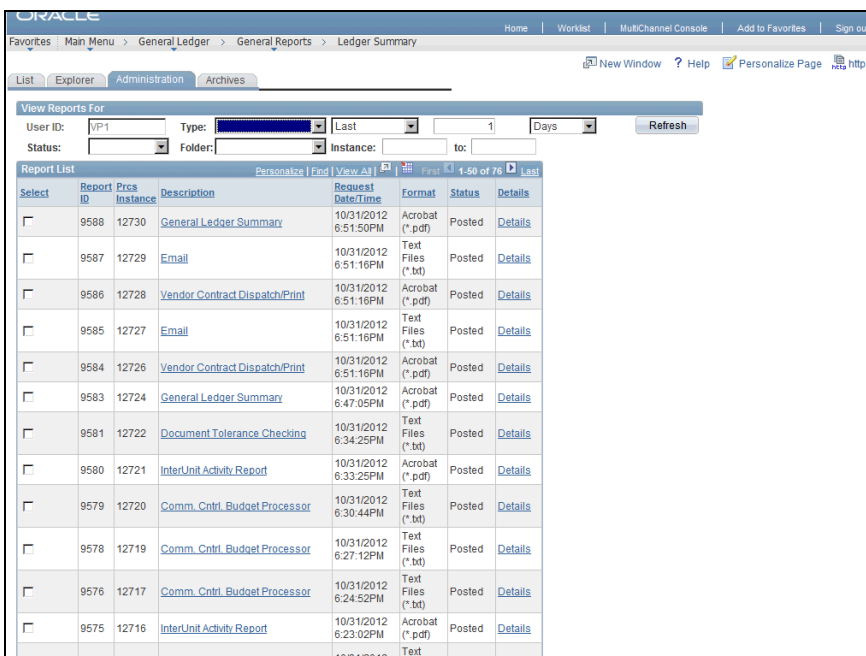
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to General Ledger Summary

Save

List | Explorer | Administration | Archives

Step	Action
24.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <div>Administration</div>



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

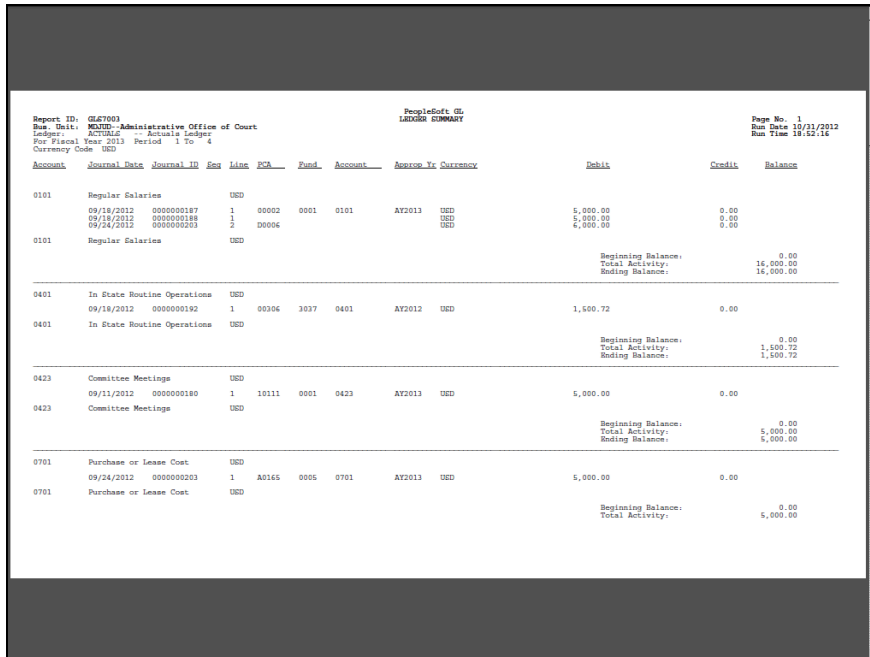
View Reports For

User ID: [dropdown] Type: [dropdown] Last [dropdown] 1 Days Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9588	12730	General Ledger Summary	10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9587	12729	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9586	12728	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9585	12727	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9584	12726	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9583	12724	General Ledger Summary	10/31/2012 6:47:05PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9581	12722	Document Tolerance Checking	10/31/2012 6:34:25PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9580	12721	InterUnit Activity Report	10/31/2012 6:33:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9579	12720	Comm. Cntrl. Budget Processor	10/31/2012 6:30:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9578	12719	Comm. Cntrl. Budget Processor	10/31/2012 6:27:12PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9576	12717	Comm. Cntrl. Budget Processor	10/31/2012 6:24:52PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9575	12716	InterUnit Activity Report	10/31/2012 6:23:02PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9574	12715	AP MATCH	10/31/2012	Text Files	Posted	Details

Step	Action
25.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>General Ledger Summary</b> link to open the <b>General Ledger Summary Report</b>.</p> <p><a href="#">General Ledger Summary</a></p>



Account	Journal Date	Journal ID	Seq	Line	PCH	Fund	Account	Assoc. Yr	Currency	Debit	Credit	Balance
0101	Regular Salaries	USD										
	09/18/2012	0000000187	1	00002	0001	0101	AY2013	USD		5,000.00	0.00	
	09/18/2012	0000000188	1					USD		5,000.00	0.00	
	09/18/2012	0000000203	2	00006				USD		5,000.00	0.00	
0101	Regular Salaries	USD										
												Beginning Balance: 0.00
												Total Activity: 16,000.00
												Ending Balance: 16,000.00
0401	In State Routine Operations	USD										
	09/18/2012	0000000192	1	00306	3037	0401	AY2012	USD		1,500.72	0.00	
0401	In State Routine Operations	USD										
												Beginning Balance: 0.00
												Total Activity: 1,500.72
												Ending Balance: 1,500.72
0423	Committee Meetings	USD										
	09/11/2012	0000000180	1	10111	0001	0423	AY2013	USD		5,000.00	0.00	
0423	Committee Meetings	USD										
												Beginning Balance: 0.00
												Total Activity: 5,000.00
												Ending Balance: 5,000.00
0701	Purchase or Lease Cost	USD										
	09/24/2012	0000000203	1	A0165	0005	0701	AY2013	USD		5,000.00	0.00	
0701	Purchase or Lease Cost	USD										
												Beginning Balance: 0.00
												Total Activity: 5,000.00

Step	Action
26.	<p>The <b>General Ledger Summary</b> report opens in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
27.	<p>You have successfully completed the <i>Running the General Ledger Summary Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the General Ledger Summary report</li> </ul> <p><b>End of Procedure.</b></p>

## Running the Journal Entry with Attributes Report

The **Journal Entry with Attributes** report lists all journal entries and the corresponding chartfield attributes that were entered in the system for a business unit and ledger within the date range specified.

After completing this topic, you will be able to:

# Training Guide

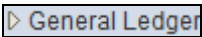

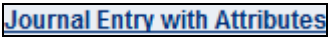
## General Ledger Reports

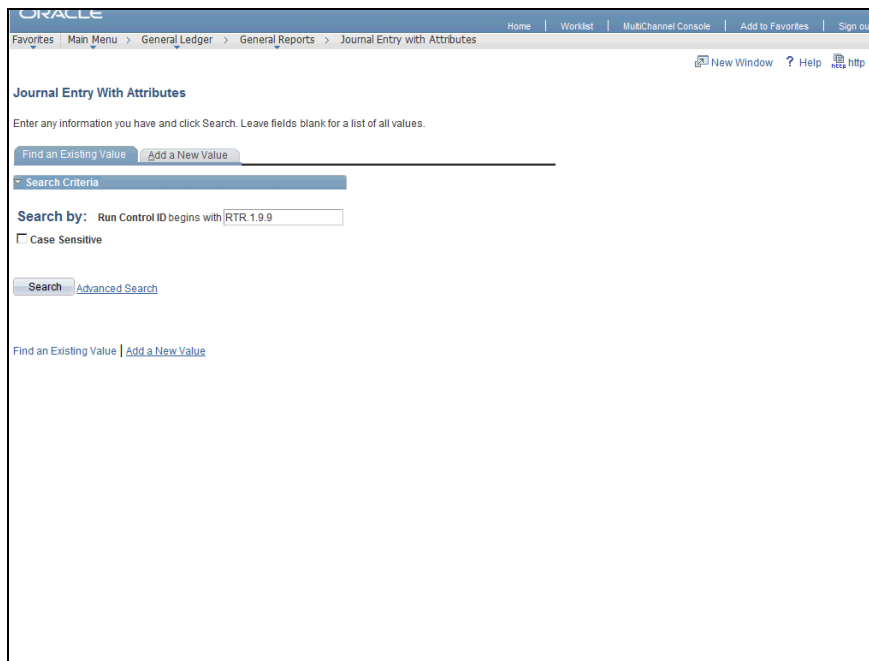


- Create a new run control for the **Journal Entry with Attributes** report
- Enter process request parameters
- Generate the **Journal Entry with Attributes** report

### Procedure

In this topic, you will run the **Journal Entry with Attributes** report.

Step	Action
1.	Navigate to the <b>Journal Entry with Attributes</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Journal Entry with Attributes</b> link. 



ORACLE

Home | Worklist | MultChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes

New Window ? Help http

### Journal Entry With Attributes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

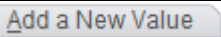
Search Criteria

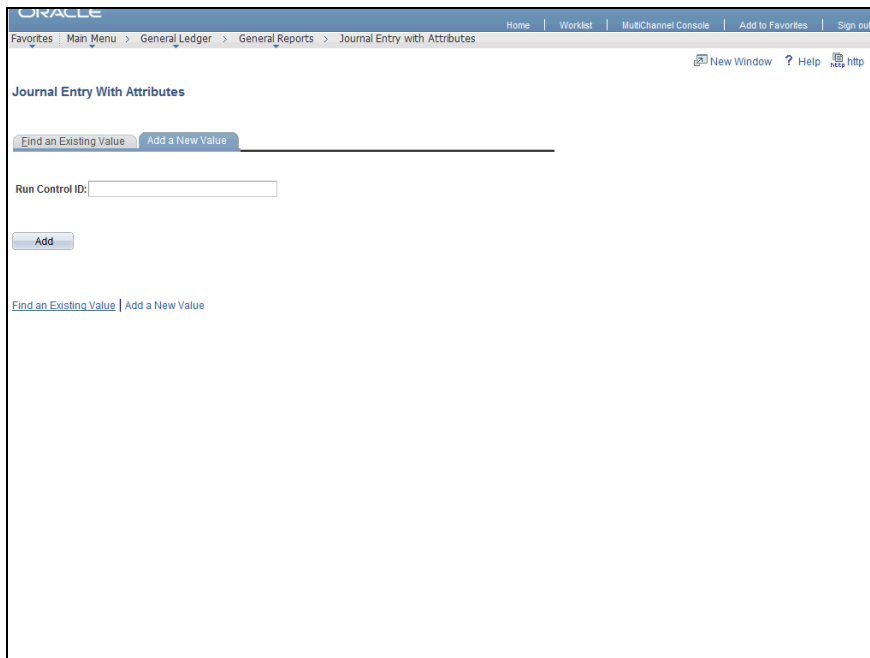
Search by: Run Control ID begins with

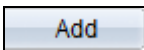
☐ Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

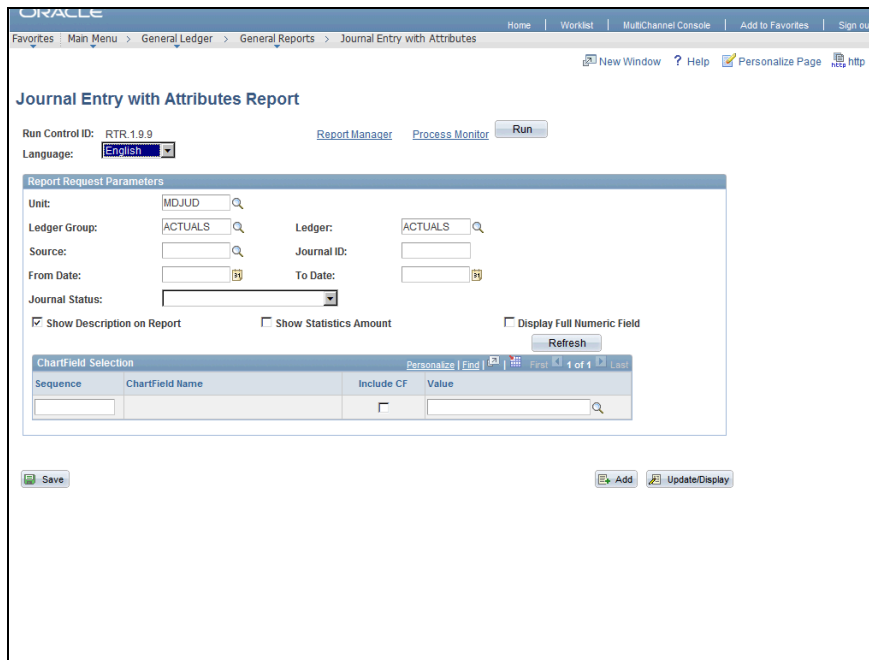
Step	Action
4.	<p>The <b>Journal Entry with Attributes</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 


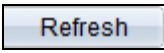
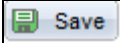
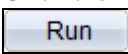


Step	Action
5.	Enter the desired information into the <b>Run Control ID</b> field.
6.	<p>Click the <b>Add</b> button.</p> 
7.	<p>The <b>Journal Entry with Attributes Report</b> run control page displays.</p> <p>The values for the <b>Unit</b>, <b>Ledger Group</b> and <b>Ledger</b> fields should default to "MDJUD" and "ACTUALS".</p>

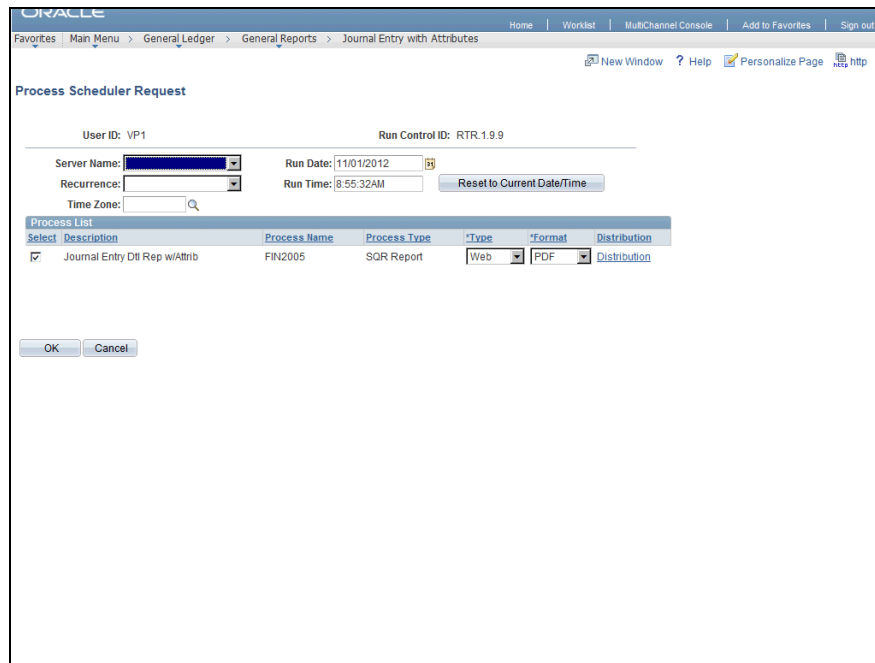
# Training Guide

## General Ledger Reports



Step	Action
8.	Click the <b>Journal Status</b> list and select the <b>Posted (by journal dates)</b> list item. 
9.	Click the <b>Refresh</b> button. 
10.	The <b>Chartfield Selection</b> section displays.  Click the <b>Include CF</b> options for the following Chartfield values: <ol style="list-style-type: none"> <li><b>Program Cost Account</b></li> <li><b>Fund Code</b></li> <li><b>Account</b></li> <li><b>Appropriation Year</b></li> </ol>
11.	Click the <b>Save</b> button. 
12.	Click the <b>Run</b> button. 





Oracle  
 Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window ? Help Personalize Page http

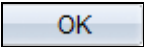
**Process Scheduler Request**

User ID: VP1 Run Control ID: RTR.1.9.9

Server Name: [dropdown] Run Date: 11/01/2012 [calendar icon]  
 Recurrence: [dropdown] Run Time: 8:55:32AM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Diff Rep w/Attrib	FIN2005	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
13.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Accept the defaulted fields on this page.</p> <p>Click the <b>OK</b> button.</p> 

# Training Guide

## General Ledger Reports

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes

New Window ? Help Personalize Page http

### Journal Entry with Attributes Report

Run Control ID: RTR 1.9.9 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12744

**Report Request Parameters**

Unit: MDJUD

Ledger Group: ACTUALS Ledger: ACTUALS

Source: Journal ID:

From Date: To Date:

Journal Status: Posted (by journal dates)

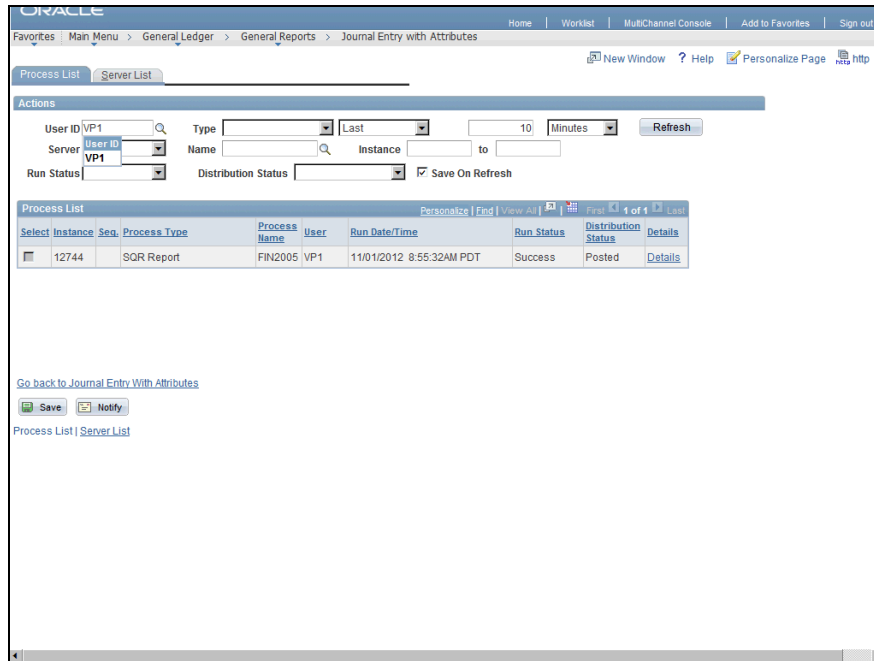
☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field

[Refresh](#)

**ChartField Selection**

Sequence	ChartField Name	Include CF	Value
1	Program Cost Account	<input checked="" type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	
3	Account	<input checked="" type="checkbox"/>	
4	Appropriation Year	<input checked="" type="checkbox"/>	
	Category	<input type="checkbox"/>	
	Subcategory	<input type="checkbox"/>	
	Batch Agency	<input type="checkbox"/>	
	Department	<input type="checkbox"/>	
	Affiliate	<input type="checkbox"/>	
	Fund Affiliate	<input type="checkbox"/>	
	Program	<input type="checkbox"/>	

Step	Action
14.	Take note of the Process Instance number in the top right corner of the page.  Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
15.	The <b>Process Monitor - Process List</b> page displays.  The process you ran is listed by process instance number in the <b>Process List</b> section.
16.	If needed, click the <b>Refresh</b> button periodically until the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted" for the process you have just run.

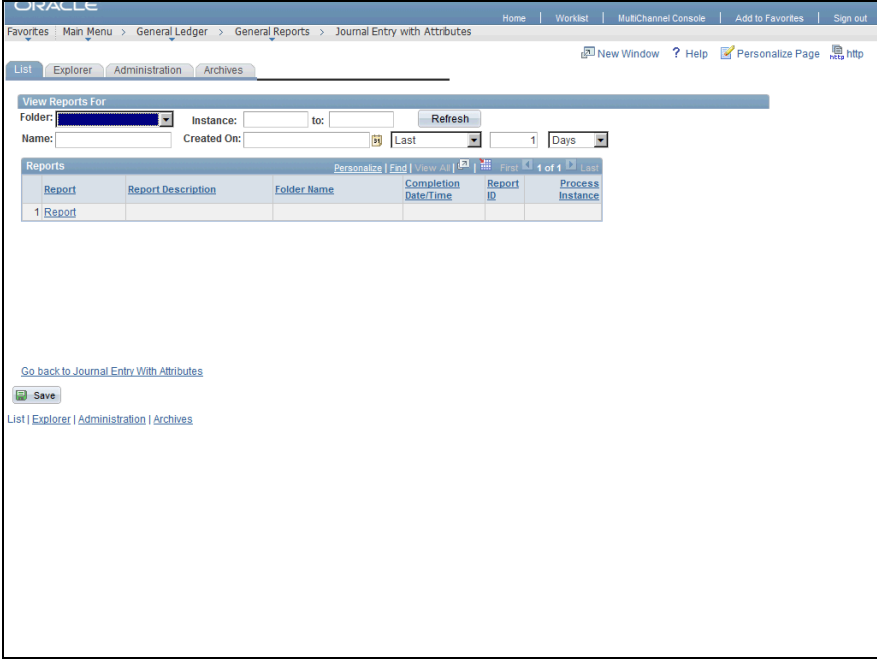


The screenshot shows the Oracle General Ledger Reports interface. The breadcrumb navigation is: Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes. The page has tabs for 'Process List' and 'Server List'. Below the tabs is an 'Actions' section with search and filter options: User ID (VP1), Type (Last), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the actions is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 12744, Process Type SQR Report, Process Name FIN2005, User VP1, Run Date/Time 11/01/2012 8:55:32AM PDT, Run Status Success, and Distribution Status Posted. Below the table are links for 'Go back to Journal Entry With Attributes', 'Save', 'Notify', and 'Process List | Server List'.

Step	Action
17.	Click the <b>Go back to Journal Entry With Attributes</b> link. <a href="#">Go back to Journal Entry With Attributes</a>
18.	The <b>Journal Entry with Attributes Report</b> run control page displays. Click the <b>Report Manager</b> link to retrieve the report. <a href="#">Report Manager</a>

# Training Guide

## General Ledger Reports



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [dropdown] Created On: [dropdown] [dropdown] Last [dropdown] 1 Days

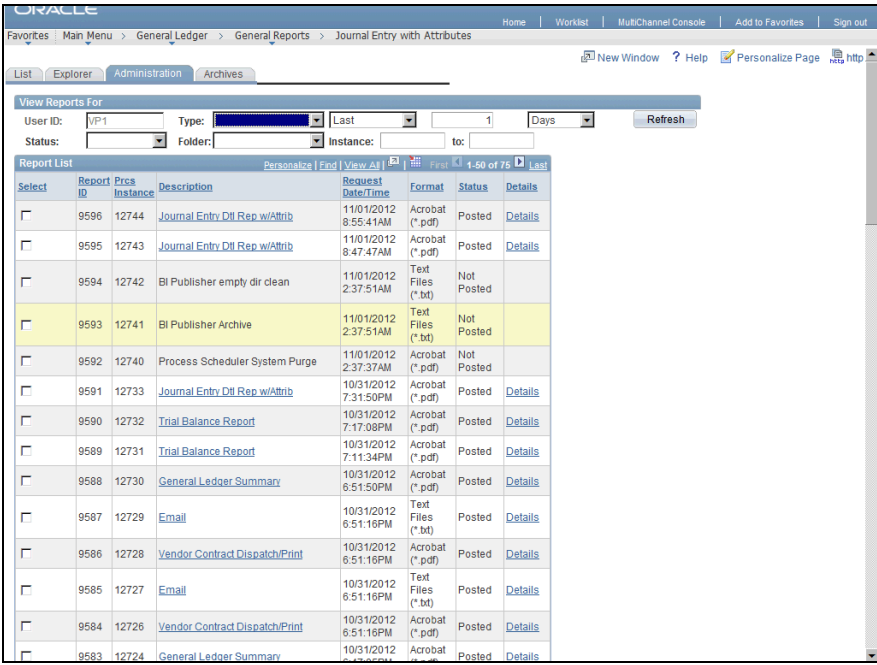
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Journal Entry With Attributes

Save

List | Explorer | Administration | Archives

Step	Action
19.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <div>Administration</div>



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

List | Explorer | Administration | Archives

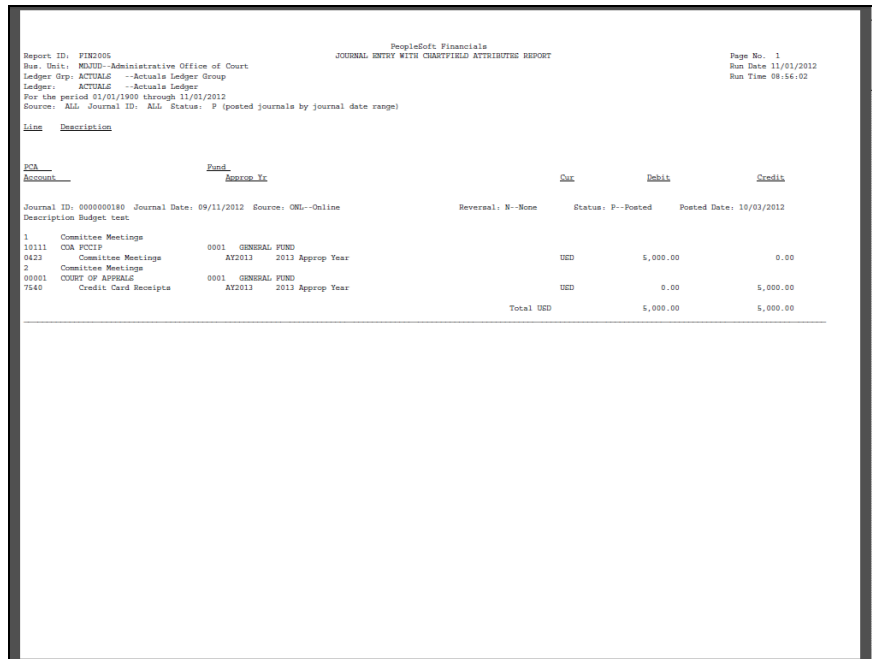
View Reports For

User ID: [dropdown] Type: [dropdown] Last [dropdown] 1 Days Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9596	12744	Journal Entry Dtl Rep w/Attrib	11/01/2012 8:55:41AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9595	12743	Journal Entry Dtl Rep w/Attrib	11/01/2012 8:47:47AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9594	12742	BI Publisher empty dir clean	11/01/2012 2:37:51AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9593	12741	BI Publisher Archive	11/01/2012 2:37:51AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9592	12740	Process Scheduler System Purge	11/01/2012 2:37:37AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9591	12733	Journal Entry Dtl Rep w/Attrib	10/31/2012 7:31:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9590	12732	Trial Balance Report	10/31/2012 7:17:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9589	12731	Trial Balance Report	10/31/2012 7:11:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9588	12730	General Ledger Summary	10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9587	12729	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9586	12728	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9585	12727	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9584	12726	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9583	12724	General Ledger Summary	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details

Step	Action
20.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Journal Entry Dtl Rep w/Attrib</b> link to open the <b>Journal Entry Detail Report with Attribute</b>.</p> <p><a href="#">Journal Entry Dtl Rep w/Attrib</a></p>



Report ID: FIN2005  
 Bus. Unit: MCHS--Administrative Office of Court  
 Ledger Grp: ACTUALS --Actuals Ledger Group  
 Ledger: ACTUALS --Actuals Ledger  
 For the period 01/01/1900 through 11/01/2012  
 Source: ALL Journal ID: ALL Status: P (posted journals by journal date range)

Page No. 1  
 Run Date 11/01/2012  
 Run Time 09:56:02

Journal Entry with Chartfield Attributes Report

Line	Description	Fund	Account	Cur	Debit	Credit
Journal ID: 0000000180	Journal Date: 09/11/2012	Source: OML--Online	Reversal: N--None	Status: P--Posted	Posted Date: 10/03/2012	
Description	Budget test					
1	Committee Meetings	0001	GENERAL FUND			
10111	COA POCIF	AY2012	2012 Approp Year	USD	5,000.00	0.00
2	Committee Meetings	0001	GENERAL FUND			
01001	COURT OF APPEALS	AY2013	2013 Approp Year	USD	0.00	5,000.00
7540	Credit Card Receipts					
Total	USD				5,000.00	5,000.00

Step	Action
21.	<p>The <b>Journal Entry with Chartfield Attributes Report</b> displays in a new window.</p> <p>Print the report, if desired.</p>
22.	<p>You have successfully completed the <i>Running the Journal Entry with Attributes Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the Journal Entry with Attributes report</li> </ul> <p><b>End of Procedure.</b></p>

### Running the Journal Line/Accounting Reconciliation Report

The **Journal Line / Accounting Reconciliation** report compares journal entry lines in **General Ledger** with accounting entries in the originating sub-module (e.g., Payables, Accounts Receivable or Billing).

After completing this topic, you will be able to:

# Training Guide

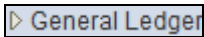


## General Ledger Reports

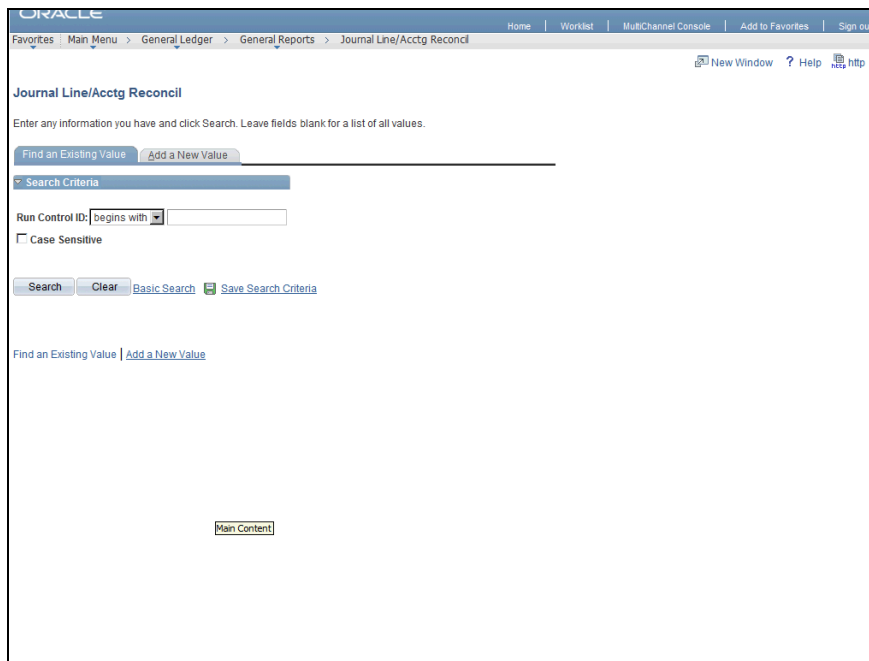


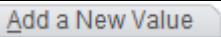
- Create a new run control for the **Journal Line / Accounting Reconciliation** report
- Enter process request parameters
- Generate the **Journal Line / Accounting Reconciliation** report

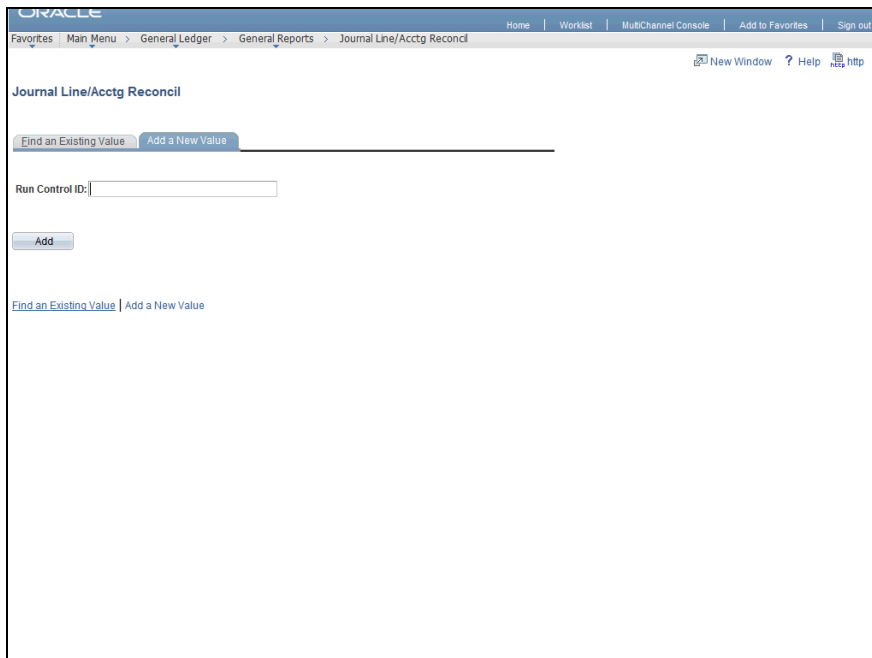
### Procedure

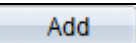
In this topic, you will run the **Journal Line / Accounting Reconciliation** report.

Step	Action
1.	Navigate to the <b>Journal Line/Acctg Reconcil</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>General Reports</b> link. 
3.	Click the <b>Journal Line/Acctg Reconcil</b> link. 



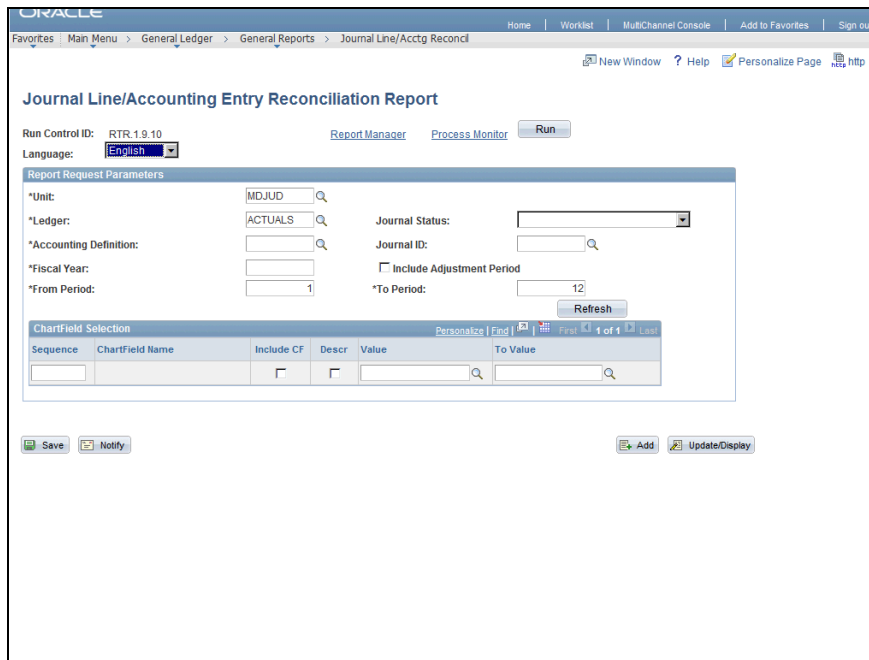
Step	Action
4.	<p>The <b>Journal Line/Acctg Reconcil</b> search page displays.</p> <p><b>NOTE:</b> If you have previously created a run control ID for this process, you can search for it on the <b>Find and Existing Value</b> tab. When a run control does not exist, create a new one on the <b>Add a New Value</b> tab.</p> <p>For this topic, click the <b>Add a New Value</b> tab to create a new run control.</p> 



Step	Action
5.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field.</p>
6.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## General Ledger Reports



**Journal Line/Accounting Entry Reconciliation Report**

Run Control ID: RTR.1.9.10 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: **English**

**Report Request Parameters**

\*Unit: MDJUD

\*Ledger: ACTUALS

\*Accounting Definition:

\*Fiscal Year:

\*From Period: 1

Journal Status:

Journal ID:

☐ Include Adjustment Period

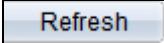
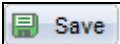
\*To Period: 12

[Refresh](#)

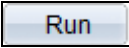
**Chartfield Selection**

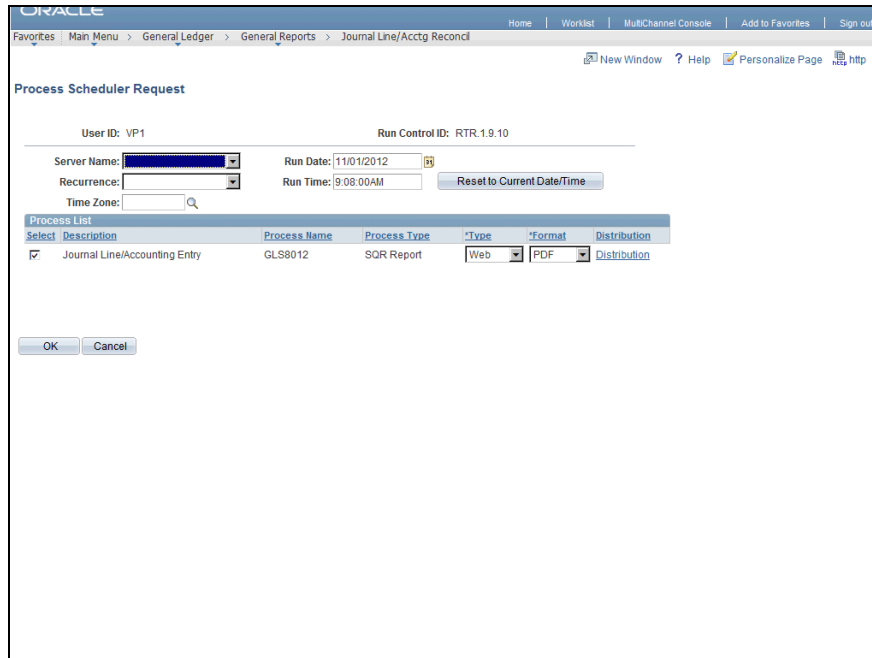
Sequence	Chartfield Name	Include CF	Descr	Value	To Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	The <b>Journal Line/Accounting Entry Reconciliation Report</b> run control page displays.  The values for the <b>Unit</b> and the <b>Ledger</b> fields should default to "MDJUD" and "ACTUALS".
8.	Enter the desired information into the <b>Accounting Definition</b> field. Enter a valid value e.g. " <b>APDEFN</b> ".
9.	Enter the desired information into the <b>Fiscal Year</b> field. Enter a valid value e.g. " <b>2013</b> ".
10.	The period range for which the report will run defaults.  Update the period range for which you want to run the report in the <b>From</b> and <b>To Period</b> fields.
11.	Click the <b>Refresh</b> button. 
12.	The <b>Chartfield Selection</b> section displays.  Click the <b>Include CF</b> options for the following Chartfield values: 1. <b>Program Cost Account</b> 2. <b>Fund Code</b> 3. <b>Account</b>
13.	Click the <b>Save</b> button. 



Step	Action
14.	Click the <b>Run</b> button. 



Oracle  
Favorites | Main Menu | General Ledger | General Reports | Journal Line/Accounting Reconcil | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

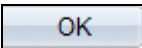
Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.9.10

Server Name: [dropdown] Run Date: 11/01/2012 [calendar icon]  
 Recurrence: [dropdown] Run Time: 9:08:00AM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Line/Accounting Entry	GLS8012	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
15.	The <b>Process Scheduler Request</b> page displays.  Accept the default fields on this page.  Click the <b>OK</b> button. 

# Training Guide

## General Ledger Reports

ORACLE  
Favorites | Main Menu > General Ledger > General Reports > Journal Line/Accounting Reconcil

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New Window ? Help Personalize Page http

### Journal Line/Accounting Entry Reconciliation Report

Run Control ID: RTR.1.9.10 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12746

**Report Request Parameters**

\*Unit: MDJUD  
\*Ledger: ACTUALS  
\*Accounting Definition: APDEFN  
\*Fiscal Year: 2013  
\*From Period: 1

Journal Status:   
Journal ID:   
☐ Include Adjustment Period  
\*To Period: 12

[Refresh](#)

**ChartField Selection**

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>			
2	Fund Code	<input checked="" type="checkbox"/>			
3	Account	<input checked="" type="checkbox"/>			
	Source Type	<input type="checkbox"/>			
	Activity	<input type="checkbox"/>			
	Appropriation Year	<input type="checkbox"/>			
	Batch Agency	<input type="checkbox"/>			
	Category	<input type="checkbox"/>			
	Program	<input type="checkbox"/>			
	Appropriation Number	<input type="checkbox"/>			
	Fund Affiliate	<input type="checkbox"/>			
	Operating Unit Affiliate	<input type="checkbox"/>			
	Analysis Type	<input type="checkbox"/>			

Step	Action
16.	<p>Take note of the process instance number in the top right corner of the page.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>

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New Window ? Help Personalize Page http

**Process List** [Server List](#)

**Actions**

User ID: VP1 Type: Last 10 Minutes [Refresh](#)

Server: User ID: VP1 Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

**Process List**

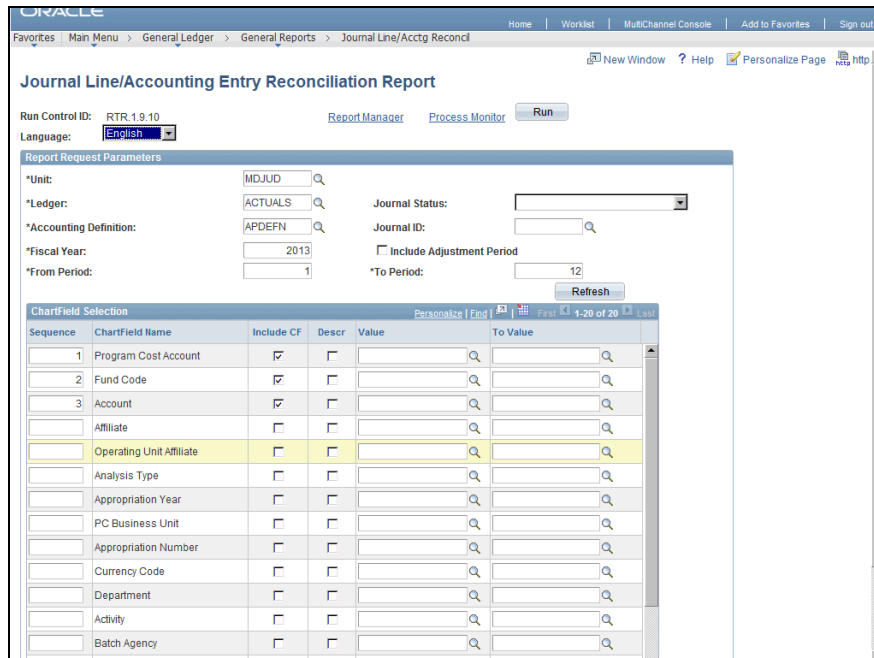
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12746		SQR Report	GLS8012	VP1	11/01/2012 9:08:00AM PDT	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	12745		SQR Report	GLS8012	VP1	11/01/2012 9:04:34AM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Journal Line/Accounting Reconcil](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

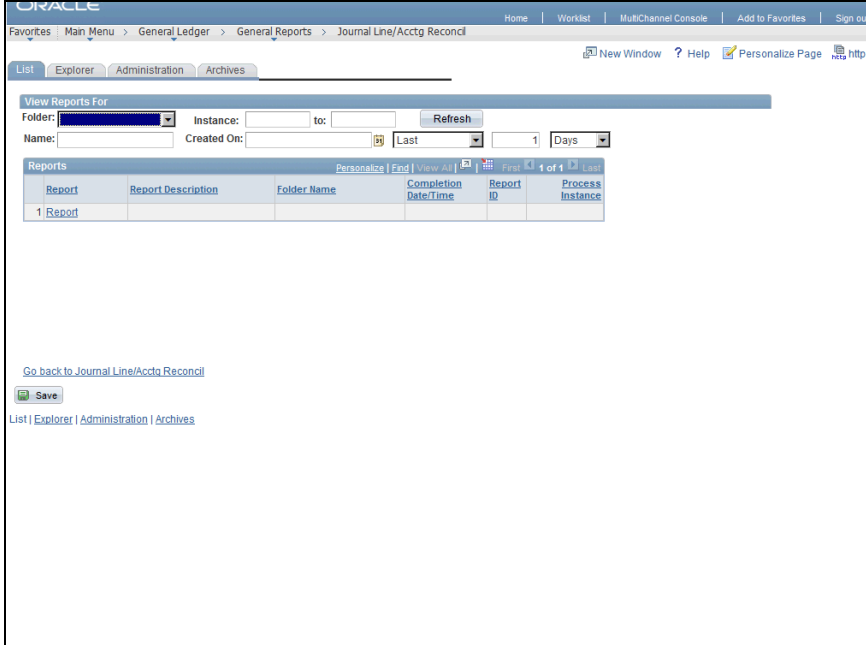
Step	Action
17.	The <b>Process Monitor - Process List</b> page displays.  The process you ran is listed by process instance number.
18.	If needed, click the <b>Refresh</b> button periodically until the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted" for the process you have just run.
19.	Click the <b>Go back to Journal Line/Acctg Reconcil</b> link. <a href="#">Go back to Journal Line/Acctg Reconcil</a>



Step	Action
20.	Click the <b>Report Manager</b> link to retrieve the report. <a href="#">Report Manager</a>

# Training Guide

## General Ledger Reports



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Journal Line/Acctg Reconcil

List | Explorer | Administration | Archives

View Reports For  
Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh  
Name: [text] Created On: [date] [dropdown] [dropdown] 1 Days

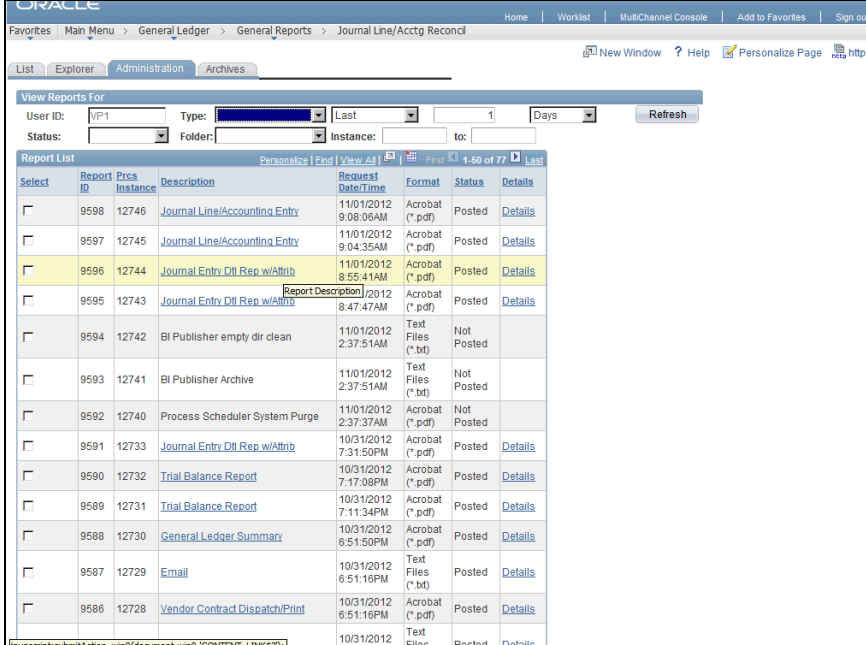
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Journal Line/Acctg Reconcil

Save

List | Explorer | Administration | Archives

Step	Action
21.	<p>The <b>Report Manager - List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <p>Administration</p>



Oracle  
Favorites | Main Menu > General Ledger > General Reports > Journal Line/Acctg Reconcil

List | Explorer | Administration | Archives

View Reports For  
User ID: [text] Type: [dropdown] Last: [dropdown] Days: [dropdown] Refresh  
Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9598	12746	Journal Line/Accounting Entry	11/01/2012 9:08:06AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9597	12745	Journal Line/Accounting Entry	11/01/2012 9:04:35AM	Acrobat (*.pdf)	Posted	Details
<input checked="" type="checkbox"/>	9596	12744	Journal Entry Dtl Rep w/Attrib	11/01/2012 8:55:41AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9595	12743	Journal Entry Dtl Rep w/Attrib	11/01/2012 8:47:47AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9594	12742	BI Publisher empty dir clean	11/01/2012 2:37:51AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9593	12741	BI Publisher Archive	11/01/2012 2:37:51AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9592	12740	Process Scheduler System Purge	11/01/2012 2:37:37AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9591	12733	Journal Entry Dtl Rep w/Attrib	10/31/2012 7:31:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9590	12732	Trial Balance Report	10/31/2012 7:17:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9589	12731	Trial Balance Report	10/31/2012 7:11:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9588	12730	General Ledger Summary	10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9587	12729	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9586	12728	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>				10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details

javascript:submitAction\_win0(document.win0,'CONTENT\_LINK\$2');

Step	Action
22.	<p>The <b>Report Manager - Administration</b> page displays.</p> <p>Click the <b>Journal Line/Accounting Entry</b> link for the report you just ran.</p> <p><a href="#">Journal Line/Accounting Entry</a></p>
23.	<p>The <b>Journal Line/Accounting Entry Reconciliation Report</b> displays in a new window.</p> <p>Print the report, if desired.</p>
24.	<p>You have successfully completed the <i>Running the Journal Line/Acctg Reconciliation Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the Journal Line/Acctg Reconciliation report</li> </ul> <p><b>End of Procedure.</b></p>